

# REAP Rural Resident Enhanced Courses Program

## Guidelines and Policies

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The Rural Resident Enhanced Courses Program provides funding to eligible UBC Family Medicine residents to participate in rurally-relevant courses and conferences.

### BENEFITS

- Funding for travel, accommodation and course fees to participate in The CARE-R Course and ATLS.
- Up to \$1,200 for travel and accommodation expenses plus conference registration to attend RCCbc's Rural Health Conference or SRPC's Rural & Remote Medicine Course.

### ELIGIBILITY

- Must be a UBC Family Practice resident and;
- Must be training in the Indigenous Site or have an affiliation with an RSA Community:
  - Home training site is located in an RSA Community or;
  - Return of service assignment will likely be in an RSA Community or;
  - Demonstrates an intention to provide rural-focused practice through a requirement by the home training site or election to participate in a 4-month rural component in RSA Communities during the R2 year.

[Click here to determine eligibility.](#)

### APPLICATION PROCESS

The CARE-R Course – Eligible residents may apply to participate in one of The CARE-R Courses that are arranged through the UBC Department of Family Practice/REAP during the R2 year. Instructions on how to apply are distributed by the REAP office once course offerings are confirmed and online application has opened (typically early August). Those selected for CARE-R sponsorship will be notified early in the Fall.

ATLS – Eligible residents may apply for top-up funding for ATLS only when the course is not considered mandatory by the training site. The participant must make their own arrangements to attend an ATLS course in a location within BC that is convenient for them anytime during residency. Eligible residents must first submit their claim to PGME and then the remaining expenses may be submitted on REAP's application platform through the Rural Resident Enhanced Courses Program.

CONFERENCES - Conference funding is available once during the two-year residency. Eligible residents may apply through REAP's Rural Conference and Events Sponsorship Program [online](#) between December 15 and January 15 for the upcoming Spring conference season. Those selected for sponsorship will be contacted by the REAP office by February 28.

### EXPENSE POLICIES

For courses, reasonable travel and accommodation expenses will be reimbursed plus course registration fees. For conferences, travel and accommodation expenses will be reimbursed to a maximum of \$1,200 plus conference registration. All reimbursement claims are subject to REAP Expense Policies.

Unless previously approved, sponsored residents are expected to attend the entire event to qualify for reimbursement of expenses. If you anticipate missing any portion of the event or no longer plan to attend, please contact the REAP office immediately.

Roundtrip travel is between the home training site and the event city. Travellers are expected to choose the most economical and practical travel and accommodation options for their circumstances. Please try to minimize costs by travelling/staying with a fellow resident.

The claim submission must include itemized receipts for all expenses except distance travelled by personal vehicle. Credit card receipts will not be accepted. All other sources of funding must be declared on the claim.

LODGING – Accommodation expenses will be reimbursed to a maximum of \$150/night.

Accommodation expenses will be reimbursed for one night before the event and for the nights the event occurs. For example, if the event occurs on Tuesday and Wednesday, you may claim reimbursement of actual accommodation expenses for Monday-Wednesday nights (3 nights).

LAND TRAVEL – If travelling by personal vehicle, mileage will be reimbursed at a rate of .63 cents/km. Travel expenses within the event city will not be reimbursed (i.e. daily commute). Please include a map of the distance travelled (i.e. Google Maps). Please avoid travelling by rental car and instead use more economical transportation methods. However, if a rental car is required to reach the event, reimbursement will be based on the most economical vehicle available and only for the number of days actually required to travel to and attend the event.

AIR TRAVEL – Airfare will be reimbursed based on the most economical fare available. Excess baggage, seat selection or change fees will not be reimbursed.

CONFERENCE FEES – Registration for either of the conferences must be done using the link provided by the REAP office. This will ensure that you are only billed for the portion of the conference fees not provided by REAP and will result in a smoother registration process. Please await instructions from the REAP office before registering.

COURSE FEES – Typically, CARE-R course fees are billed directly to the REAP office. Eligible residents who participate in the ATLS course will pay the course fees and may submit a claim to REAP for reimbursement.

MEALS & OTHER EXPENSES – Reimbursement of meals or other expenses will not be provided.

### CLAIM DEADLINE

Claims for reimbursement must be submitted within 30 days of the event or by March 31, whichever is sooner. Claims may not be paid prior to the completion of the event or after the claim deadline.

COURSES – Those selected for course sponsorship must submit their claim [online](#) through the Rural Resident Enhanced Courses Program.

CONFERENCES – Those selected for conference sponsorship must submit their claim [online](#) through the Rural Conference and Events Sponsorship Program.

### PAYMENT PROCESS

All REAP payments are issued by Doctors of BC via electronic funds transfer (EFT). **Before submitting a claim, banking information must be updated/added at [www.doctorsofbc.ca](http://www.doctorsofbc.ca)**

In addition to updating/adding your banking information, **download and complete the [Electronic Funds Transfer \(EFT\) Payment Authorization Form](#)**. There will be a prompt to upload a completed copy of this form within the claim process.

### RESOURCES

For inquiries related to claims and payments or general program questions, please contact the REAP Program Assistant at [REAP.Students@ubc.ca](mailto:REAP.Students@ubc.ca).