

INSTRUCTIONS FOR SUBMITTING EXPENSES FOR REIMBURSEMENT

1. **NOTE:** Any and all expenses being claimed for reimbursement do require the approval of the Calgary Zone Medical Director, so if you need to know for certain whether an expense will be reimbursed, contact Brennan Leslie at (403) 944-4910 or by email at Brennan.Leslie@ahs.ca.
2. Submit your expenses no later than **30 Days** after your visit to Calgary. Expenses received after that length of time cannot be reimbursed.
3. AHS may reimburse up to a maximum of \$5,000.00 of eligible expenses.
4. Physicians traveling from less than 200 km away cannot have expenses reimbursed.
5. Submit only ORIGINAL receipts for all expenses. If the original receipt was lost or if an electronic copy is all that was provided please contact Brennan for a lost receipt form.
 - 5.1. No photocopies or scans
 - 5.2. No invoices
 - 5.3. No credit card statements
 - 5.4. An internet printout is permitted for airfare only.
6. Please provide your current address and a summary of your expenses.
7. Airfare expenses:
 - 7.1. Economy airfare only from the home of the physician direct to Calgary and return. The following limits are for return airfares and are inclusive of all fees and taxes:
 - \$600 within Alberta
 - \$1000 within Canada
 - \$2000 from the US
 - \$3000 outside North America
8. Meal expenses:
 - 8.1. A meal allowance is offered. This allowance is limited to the recruit and any family member(s) also visiting. Please see the specific amounts for meal allowances below:

Meal Type	Allowance within Canada	Allowance outside of Canada
Breakfast	\$10.50	\$13.70
Lunch	\$13.00	\$17.00

Dinner	\$24.00	\$31.00
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8.2. Receipts for meals will not be accepted for reimbursement.

8.3. Alcohol is an ineligible expense and will not be reimbursed.

9. Hotel expenses:

9.1. Hotel stays cannot exceed \$200 per night, base rate. Reimbursement will be reduced accordingly if applicable.

9.2. Room tabs must show payment made

9.3. Room service will not be reimbursed – see meal allowance above.

9.4. Only reasonable expenses related to hotel stays will be reimbursed. For example, in-room movies will not be reimbursed.

10. Expenses at the home city of the physician:

10.1. Travel to and from the airport is eligible for reimbursement.

10.2. Parking at the airport is eligible for reimbursement.

11. It is not possible to list all ineligible expenses so it is advised that you contact Brennan Leslie at (403) 944-4910 or by email at Brennan.Leslie@ahs.ca with any questions prior to incurring costs which aren't explicitly listed above.

12. Any recruitment visit expenses are reimbursed at the sole discretion of the Zone Medical Director, Calgary Zone.

13. Mailing Address:

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