

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 **60 days** after your start date. Expenses received after that length of time cannot be reimbursed.
3. Relocation within North America: Upon presentation of original receipts for eligible expenses, AHS will reimburse a Practitioner up to a maximum of \$10,000.00.
 - 3.1. Outside North America: Upon presentation of original receipts for eligible expenses, AHS will reimburse a Practitioner up to a maximum of \$15,000.00.
4. Physicians relocating from less than 200 km away cannot have expenses reimbursed.
5. Required documentation. Original receipts must be submitted. 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 estimates
 - 5.4. No credit card or bank statements
 - 5.5. An internet printout is permitted only for airfare, provided it shows payment made.
6. Please provide your current address and a summary of your expenses.
7. Eligible Expenses:
 - 7.1. Limited to the physician recruit, spouse or significant other and any dependent children who are relocating with the physician recruit to Calgary.
 - 7.2. Costs associated with travel and the shipment of household furnishings and personal effects that originate from the physician's prior address.
 - 7.3. Economy airfare only from the home of the physician direct to Calgary. No other travel is eligible. The following limits are inclusive of all fees and taxes:
 - \$600 within Alberta
 - \$1000 within Canada
 - \$2000 from the US
 - \$3000 outside North America
 - 7.4. Costs of moving furniture and personal effects to Calgary including packing, unpacking, moving insurance and short term storage (less than six months).

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- 7.5. Accommodation, meal and transportation expenses, including parking and fuel, en route to or in Calgary for up to three (3) days.
- 7.6. Meal expenses:
- 7.6.1. A meal allowance is offered. This allowance is limited to the physician and family members relocating with him/her. 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

7.6.2. Receipts for meals will not be accepted for reimbursement.

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

- 7.7. Hotel expenses:
- 7.7.1. Expenses cannot exceed three (3) consecutive nights en route to or in Calgary
- 7.7.2. Hotel stays cannot exceed \$200 per night, base rate. Reimbursement will be reduced accordingly if applicable.
- 7.7.3. Room tabs must show payment made
- 7.7.4. Room service will not be reimbursed – see meal allowance above.
- 7.7.5. Only reasonable expenses related to hotel stays will be reimbursed. For example, in-room movies will not be reimbursed.

8. Ineligible Expenses:

- 8.1. Expenses related to buying or selling property including legal, realtor or financial institution fees, including preparing previous residence for resale, i.e. cleaning, etc.
- 8.2. Expenses related to licensing and medical protective insurance, including travel or accommodation for these purposes.
- 8.3. Expenses related to meeting immigration requirements.
- 8.4. Expenses related to any other travel except direct from previous residence to Calgary.

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- 8.5. Expenses related to regular living costs including installation of utilities, furnishings, change of address notifications, etc.
9. It is not possible to list all ineligible expenses, so it is advised that you contact the Department of Medicine with any questions prior to incurring costs which aren't explicitly listed above.
10. All relocation expenses are reimbursed at the sole discretion of the Zone Medical Director, Calgary Zone.
11. Payment of Reimbursement:
 - 11.1. Ensure that your AHS vendor file is updated with your new Calgary address. Payment cannot be made if the vendor file address does not match your current mailing address. Contact Brennan Leslie at 403-944-4910 or by email at Brennan.Leslie@ahs.ca for assistance with this.

12. Mailing Address:

Brennan Leslie
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