

2012 DVAMC REIMBURSEMENT POLICY

Please read this policy carefully as changes have occurred from previous years.

Any DVA program wishing to participate in the CRIP Reimbursement Program must be an entry-level podiatric residency program participating in the 2012 CASPR Program and be a member of the Council of Teaching Hospitals (COTH). Each participating hospital must submit a budget of proposed expenses to be received in the CRIP office no later than **October 31, 2011**. Note that the reimbursement of expenses includes only the actual day(s) that interviews are scheduled plus 24 hours around that period for travel purposes. Actual expenses may not exceed budgeted amounts by more than five percent (5%).

- DVA programs **MUST** hold the majority of their initial interviews **on Thursday, January 12, 2012 or Tuesday, January 17, 2012**, per your region's section of CRIP. If your interview process will take more than one day, interviews may also be held Friday or Monday but should be concluded within the additional half day, if applicable for the number of interviews granted.
- **CME Workshops [West Section] will be held from 7 – 9 am on both Friday, January 13th and Saturday, January 14th. Select the session that works with your interview schedule.**
- **CME Workshops [East Section] will be held from 5 – 7 pm on both Sunday, January 15th and Monday, January 16th. Select the session that works with your interview schedule.**
- No interviews will take place for your program during your selected CME workshop.
- ***Any DVA program with twelve or less scheduled interviewees will be reimbursed for one interviewer only with all interviews completed within a twelve hour period.** Reimbursement will be the same as for all other DVA programs but limited to one person.
- Travel expenses incurred in conjunction with the CRIP program will be paid after all expense reports have been received following the last CRIP day (January 17, 2012). Travel reports should be received within ten business days or no later than **February 1, 2012**.

AACPM will reimburse DVA programs for the following expenses:

AIRFARE: *Allowable air expenses will include up to two round-trip coach air tickets. ***All tickets must be purchased with a minimum THIRTY (30) DAY ADVANCE PURCHASE requirement.***

Your e-receipt must include:

- The **ticket purchase date and amount of the fare including luggage charges.**
- **No upgrade purchases will be reimbursed.**
- Any exceptions to this policy must be approved prior to purchase.

AIRPORT TRANSPORTATION: Love Field, a hub for Southwest Airlines and the Dallas/Fort Worth (DFW) Airports are equi-distant from the hotel, approximately 20 miles. Faculty should share transportation to and from hotel. **Whether you travel via shuttle, taxi or rental car, reimbursement will be limited to the cost of a round-trip taxi fare, ie not to exceed \$100 per**

program. List home airport parking charges with airport transportation. (See form)

- If using rental car, no gasoline beyond the full tank provided at pickup will be reimbursed.
- No insurance or warranty coverage offered by the rental company will be reimbursed
- Outside parking is free at the Embassy Suites: garage is \$10/day self-park. No valet parking will be reimbursed
- Tollway charge is included in the limited reimbursement of transportation to/from hotel.
- Two shuttle options are available but more time may be required, prices subject to change:
- Yellow Checker Airporter Shuttle, 817-267-5150; check current prices (with \$8 discount when booked online at www.goyellowcheckershuttle.com/fwcvb.)
- Super Shuttle, check current prices, www.supershuttle.com.

AUTOMOBILE: Your local ground transportation expenses for personal vehicles will be repaid at a rate of \$0.50 cents per mile for distances over 30 miles one-way. **Distances less than 30 miles (60 round trip) will be deemed normal and customary travel and therefore, not reimbursable.** Tolls should be included under automobile expense.

DAILY MEAL LIMITATION: *Food charges will be reimbursed up to \$70 per person per day for up to three days with original receipts. Note that the reimbursement of daily meals is restricted to include only the actual day(s) that interviews are scheduled plus hours around that period for travel purposes. **Note that \$70 is the upper limit, not the automatic amount, and will be based on original receipts submitted. If multiple people are listed on a receipt, circle costs that apply to this policy.** **NOTE:** Each suite also has a microwave, refrigerator and coffee maker and grocery stores are within walking/hotel shuttle distance.

LODGING: *Hotel room and tax expenses for up to three nights lodging for two hotel suites at the CRIP designated hotel will be reimbursed. **These suites will be placed on the AACPM master account. Internet usage is complimentary for all suites.** Upon checkout from the hotel, confirm that all qualifying charges, room and tax, have been charged to the AACPM master account. Every hotel invoice **MUST** include the name of the suite occupant or the person responsible for the charge. See CRIP staff with any question regarding this. All other hotel room charges will be the responsibility of the participating residency program. All participants must check out of sleeping accommodations by the normal checkout time listed at the hotel. **AACPM will not reimburse any late checkout or day rate fees.**

MEETING ROOM SPACE: *All interviews must take place in one or both suites. AACPM will not reimburse for individual meeting rooms or social expenses. **No group examinations are permissible!**

REIMBURSEMENT:

To receive payments, participating programs must send in original receipts for all expenses, along with a request for payment via an official expense form within 10 business days of the last day of CRIP. **NO EXPENSE WILL BE REIMBURSED WITHOUT AN ORIGINAL RECEIPT.** Photocopied receipts or copies provided with credit card statements are not acceptable as original receipts. Copies of E-Tickets for airfare **showing the date the reservation was made and the amount are acceptable.** Boarding passes will NOT be required for 2012. All requests for reimbursements must be received by the CRIP office **no later than February 1, 2012. Any request received more than five (5) business days after this deadline will not be honored.** This will allow our office to reimburse you before the end of February.

* Subject to the "one interviewer only" restriction.