

### CaRMS Interview Expenses

The PGME Office provides residency training programs funding to help cover CaRMS interview expenses. Funding is available at a rate of **\$75.00 per applicant** interviewed in person (e.g. if you interview eight applicants in person, the total budget available from PGME for CaRMS expenses is 8 X \$75.00 = \$600.00). Please note: Payments to CaRMS file reviewers and interviewers are not eligible expenses.

Any overages will be the responsibility of the residency program and will need to be compensated by the program using non-PGME funding. CaRMS expenses cannot be processed through Education Enhancement (EE) funding or Alberta International Medical Graduate (AIMG) funding.

*\*Alcohol purchases are not eligible for reimbursement.*

With the exception of overages, programs should not process expense claims. CaRMS expense submissions must be submitted to the PGME Business Administrator assigned to your Program (Machelle James or Minjeong Kim) and must include:

- **PGME Expense Description Form**
- **PGME Expense Summary Form**
- **Event Itinerary**
- **Invoice or Original Receipts (can be scanned to PGME)**
- **Interview Schedule**

Incomplete submissions will be returned to the sender.