

## ELIGIBLE EXPENSE GUIDELINES EDUCATION ENHANCEMENT (EE)

*\*Pre-approval from PGME is required for items not listed*

### GENERAL GUIDELINES:

The Postgraduate Medical Education (PGME) office at the Cumming School of Medicine, University of Calgary is publicly funded. All expenses incurred on behalf of PGME must reflect prudent and economical use of resources, good judgment, and be defensible to an impartial observer. All expense reimbursements must adhere to the University of Calgary [Travel and Expense Regulations and Guidelines](#) and must **be approved and deemed eligible by the residency program prior to incurring the expense**. All claims received by the PGME business administrator will be assumed to be approved by the residency program director.

**Contracts, Agreements, Quotes:** In order to adhere to University of Calgary policy and limit legal liability, all contracts, agreements, and quotes (irrespective of the dollar value) that contain terms and conditions and require a signature must be set up between the supplier and “The Governors of the University of Calgary”. **All documents must be submitted to the PGME business administrator assigned to your program who will forward to Supply Chain Management (SCM) for signing.** Individuals outside of SCM do not have signing authority to sign off on third party agreements/contracts on behalf of the Governors of the U of C.

**Invoices:** All invoices must be made out to the **University of Calgary** which must be displayed on the first line and include an invoice number and date.

**Deposits:** Expenses related to deposits for future events are **limited to 50%** of the total contract amount with the balance to be paid in a timely manner closer to the event date, and within the stipulation of the contract. The required deposit amount must be clearly stated in the contract and payment will be limited to the contractual deposit amount. Only deposits with an underlying contract can be paid by T&E Card. ***Deposits are never allowed to be paid by PCard.***

**Purchasing Cards:** Corporate cards are issued solely at the discretion of the Corporate Card Program within Supply Chain Management. The default accounting string for a purchasing card must be linked to a departmental project; PGME projects cannot be used for this purpose. Cardholders are responsible for adhering to the procedures and regulations outlined in the [Corporate Card Program Handbook](#). Before reconciling any purchases to Education Enhancement, you must notify the PGME Business Administrator assigned to your program. They will provide the appropriate accounting string and confirm the approved amount eligible for reconciliation.

The University of Calgary will not cover cancellation/no show fees except for illness or circumstances beyond the individual or program’s control. Further background information or rationale may also be required by Compliance and Eligibility to approve these charges.

## Risk Management for University Events

All events that have related expenses that are paid for or reimbursed through the U of C's accounting structure, must comply with the guidelines set by Risk Management on their website. Please see [Risk Management Event Guidelines](#)

Your PGME business administrator requires proof of event registration (if applicable) and physical activity waivers prior to the event.

**Event Registration:** Should an event include one of the factors listed on [Risk Management - Event Registration](#), an event registration form needs to be completed via the same link and confirmation of the registration be shared with the PGME business administrator.

**Waivers:** Risk Management must be advised of any activities of a physical nature included as part of the agenda and waivers for such events need to be completed. [Risk Management - Waivers](#). Copies of the waiver forms need to be sent to the PGME business administrator.

\*It is NOT recommended that events be held on private property as any liability is the sole responsibility of the property owner.

## Risk Management for Travel

- **International Travel**

The Government of Canada updates international travel guidelines on an ongoing basis. Currently international travel is allowed for University of Calgary business purposes, subject to the completion (prior to departure) of the requirements as indicated on the University of Calgary Risk Management Website - [Register for Travel](#)

These requirements indicate specific authorizations and actions that are dependent upon the level of risk of each country/area and that category of traveler.

- **Domestic Travel**

There are no Risk Management requirements for domestic travel.

### EVENTS - GENERAL GUIDELINES:

- All events must meet the definition of a “gathering” (*any event or assembly that brings people together in the same space at the same time*) and fall within the current restrictions and guidelines of Risk Management. [Risk Management Event Guidelines](#)
- Expenses related to virtual attendance are limited to the registration fee only.
- Catering is **not permitted** for events held virtually or for those that attend a “gathering” virtually. Meal vouchers are also considered catering.
- All events require an agenda and a complete list of attendees. Discretion must be used when inviting “relevant faculty” to events. Only faculty who have made a dedicated investment to residency education (i.e. RPC members, Assistant PDs, etc.) should be included. The use of public funding to support residency education is a privilege and as such, the need to be fiscally responsible is imperative. All expenses processed under the PED grant are subject to audit.
- Venue & A/V equipment, room rentals and facilitator fees are eligible expenses.
- Dollar maximums indicated include all taxes, GST, gratuities, etc.

**Educational Events:** Defined as an annual or infrequently occurring event outside of normal programming or activities that are more formal in nature with a **focus on residency education** (i.e. majority of time during the event is spent on residency education) These include:

- Awards Events
- Graduation Events
- Orientation Day
- Research Day
- Residency Education Retreat
- Seminars
- Symposia

Funding for accommodation, meals, and activities is limited to residents and the attendees included in the agenda as having a key role at the event (i.e. Presenters, Speakers, Program Directors, Program Administrators and **relevant** Faculty Members). Expenses for any additional attendees must be included in the maximum allowable budget based on the total number of funded participants or be processed through other funding sources.

**Accommodation** - Maximum \$200 per night per funded participant.

**Actual Meals** (*meal per diem not eligible*) Maximum \$100 per day, per funded participant (or)

Breakfast	\$20 per funded participant
Lunch	\$30 per funded participant
Dinner	\$50 per funded participant

**\*\*Educational Retreats Only** – Accommodation and Meals can be combined for a daily maximum of \$300 per participant for days with over-night stays.

**Wellness Activities as part of an Educational Event** - Maximum of \$50 per funded participant to an overall maximum of \$1500 per event. Activity cannot exceed 50% of the scheduled time.

**Program Enhancement & Development Sessions:** Defined as workshops or development meetings with a focus on specific discussion relating to residency program curriculum. Although there may be limited or no residents present, the outcomes from the session provide education enhancement to all residents. These include:

- Curriculum Development
- EPA mapping and review
- Chief resident meetings
- Curriculum and Assessment review (external to committee meetings)

Funding for meals is limited to residents and the attendees included in the agenda as having a key role at the event (i.e. Presenters, Speakers, Program Directors, Program Administrators, and **relevant** Faculty Members). As these sessions may take place over several hours or the entire day the following maximums apply:

**Actual Meals** (*meal per diem not eligible*) Maximum \$100 per day, per funded participant (or)

Breakfast	\$20 per funded participant
Lunch	\$30 per funded participant
Dinner	\$50 per funded participant

Accommodation and wellness expenses are not eligible for these sessions.

**Team Building / Wellness Events:** Defined as events that promote cooperation, increase motivation, improve physical and mental health and generally aid a group to work more effectively and take place outside of routine programming and activities. These include:

- Sports Day
- Team BBQ
- Team Outings
- Group Wellness Activities (individual self-care services are not eligible for EE funding)
- Wellness Retreats

\*Waivers are required for any activities or events considered to be of a high-risk nature. Also refer to Risk Management for University Events on page 2.

\*Preapproval is required for expenditures related to team building rewards.

Funding for meals is limited to residents and the attendees included in the agenda as having a key role at the event (i.e. Presenters, Speakers, Facilitators, Instructors, Program Directors, Program Administrators, and **relevant** Faculty Members). As these sessions may take place over several hours or the entire day the following maximums apply:

**Accommodation** - Maximum \$200 per night per funded participant.

**Actual Meals** (*meal per diem not eligible*) Maximum \$100 per day, per funded participant (or)

Breakfast	\$20 per funded participant
Lunch	\$30 per funded participant
Dinner	\$50 per funded participant

Team Building clothing and accessories - maximum \$50 per resident per fiscal year. (\*Staff purchases are ineligible)

**Total annual funding limit for Team Building / Wellness Events** – Maximum \$300 per resident per fiscal year.

**Visiting Speakers** - maximum \$3,000 for accommodation, travel, and honorarium (or gift in lieu).

*\*When arranging the visit of a speaker coming from outside of Canada, approval must be obtained from HR Immigration at the University of Calgary. This approval process needs to be completed by the Program Director or Program Administrator well in advance of the speaker arriving in Canada. The approval given by HR Immigration must be included as a supporting document to PGME when requesting expense reimbursement for the visitor.*

*Assistance in completing the process can be found here - [Inviting International Visitors to Campus](#) or contact the ISC [hr@ucalgary.ca](mailto:hr@ucalgary.ca) or HR immigration [himmigration@ucalgary.ca](mailto:himmigration@ucalgary.ca)*

## **Other Education Expenditures - Gifts of Recognition**

The intention of this guideline is to provide the ability to acknowledge individuals for contributions to residency education, **above and beyond their regular roles**, and for something for which they are not currently receiving compensation, i.e. a guest speaker, patient honoraria, participation in research, etc. Although residents may be considered for this category, recipients are typically not currently in training themselves but rather providing a contribution to residency education. More commonly these gifts are used as awards to encourage

and acknowledge achievements related to **residency education activities** such as outstanding teaching or mentoring, winners of scholarly activities, research activities etc.

- Recognition of personal events (birthdays, holiday, graduation, etc.) are not eligible under AH funding.
- Gifts for non-cash items such as award plaques, pens, etc. - maximum \$100 per recipient.
- Gifts of recognition such as gift cards, gift certificates, travel vouchers that are considered equivalent to cash are limited to a maximum of \$100 per recipient. Recipients that are University of Calgary employees are not eligible to receive gifts that are considered to be equivalent to cash.
- Gifts of recognition for participation (e.g. research study, presentations, etc.) are subject to prior approval.

Additional information regarding gifts can be found in Sections 8.1, 8.2 and 8.3 of the [Travel and Expense Regulations and Guidelines](#).

### **Equipment & Resources**

*\*Please note: Infrastructure funding may be available for equipment purchases or renovations greater than \$5,000. Applications may be submitted to PGME during the annual call for proposals in April-May.*

*It is the responsibility of the program and/or department to advise PGME when items are delivered and received directly rather than through the University of Calgary. This enables PGME staff to complete the procurement process.*

- Computers and accessories (LCD Projector, printer, digital camera) \*Note – iPad purchases require preapproval
- Consultant Fees
- Electronic Subscriptions, Software and Updates
- All purchases or renewals of electronic subscriptions, software and updates must be brought to the attention of Information Technologies (IT) by completing the Software Request for Personal and / or Lab computers via the UofC Portal [https://ucalgary.service-now.com/it?id=it\\_catalog](https://ucalgary.service-now.com/it?id=it_catalog). Please note that web-based platforms requiring access via log in, also require IT (ServiceNow) review. IT approval must be received before the purchase is made. Please note there is an approximate eight- week turnaround period on these requests.
- UpToDate can be purchased through EE funding
- Subscription duration may not exceed the residency term of the resident
- Furnishings/minor renovations for educational spaces
- Library Development – Books
  - Books purchased remain the property of the program. These books may be offered to a resident for any length of time; however the book must be returned to the program upon completion of training.
  - All textbooks should be procured through the medical bookstore ([medicalbookstore@ucalgary.ca](mailto:medicalbookstore@ucalgary.ca)) via IDB.
- Research/Biostatistical Support

- Teaching Models
- Teaching Resources
- Other items upon approval

Educational resources and equipment may be purchased for use by the residency program. Equipment purchases intended for clinical use are NOT eligible and should be procured through AHS. All resources remain the property of the University of Calgary, including equipment such as software, laptops, iPads, etc. Purchases for sole use by individuals are not eligible.

Computer equipment should be procured directly through the University of Calgary Information Technology Services by completing the order request through the UofC Portal [UCalgary Service Now](#). The purchase will be completed via interdepartmental billing (IDB). In the event that a product is unavailable, it is preferable that the item be procured through PGME.

Equipment over \$5,000 must be procured through PGME.

For equipment or other purchases over \$25,000.00, Supply Chain Management (SCM) requires a minimum of three supplier quotations for any goods or services purchased. In the event only one suitable supplier exists, a sole source form is required. Please refer to the [SCM Purchasing Handbook](#) for more information:

## **Travel**

**Airfare:** Reimbursement will not exceed the equivalent of economy fare by the most direct route. Any additional costs such as stop-overs for personal reasons will not be eligible unless proof of a price comparison to ensure cost effectiveness is obtained *prior* to departure and submitted with the claim. It is expected that the price comparison does not exceed the economy fare by the most direct route.

**Meals:** Expenses can be claimed by providing either the actual itemized meal receipt or by using the meal per diem rate. Although claimants may choose either expense type over the course of their event, only one type can be used each day. Meal per diems will be adjusted according to the flight itinerary and for any meals provided at the conference/course. Meal per diem rates are:

	Travel in Canada	Travel in the USA	Travel outside of North America
<b>Daily Rate:</b>	\$CAD 51	\$USD 51	\$CAD 75
<b>Breakfast</b>	\$12	\$12	\$18
<b>Lunch</b>	\$14	\$14	\$21
<b>Dinner</b>	\$25	\$25	\$36

Reimbursement for travel is available at the rates indicated for the events listed below provided the event occurs at a location at least 50 kilometers away from the city limits of the community where the majority of duties are normally performed.

Travel expenses are eligible for reimbursement at the rates outlined for the categories below. When comparing conferences and courses, conferences and annual meetings are described as being typically shorter in length (averaging 2 - 3 days) and although a certificate of attendance might be issued and the educational experience may be rewarding, generally there is no formal credit given for attending these types of

events. While the length of courses may vary in length, typically they average a longer length of time, and the trainee is issued a certificate of completion for the course and/or given credit.

- Conferences – \$2,500 per resident per conference.
- Courses - maximum \$5,000 per resident
  - \$2,000 for travel and course registration and
  - \$3,000 for meals and accommodation at the rate of \$250 per day.
- Examinations – maximum \$1,000 per resident for travel to RCPSC & CFPC exams and other exams deemed mandatory by the program.
- Mandatory Rotations – maximum \$3000 per resident
  - \$1,000 for travel and
  - \$2,000 for meals and accommodation at the rate of \$250 per day.
- Other travel upon approval.

### **Remediation and Probation Support**

Learning support, Remediation, and Probation are educational interventions that are intended to support trainees and address identified areas of concern. These supports are made available to ministry funded residents through the PED grant. While learning support is an informal, early intervention mechanism that addresses identified concerns within the context of a regular rotation, remediation is a formal period of intervention that is implemented when there is a recurrent pattern of identified performance deficits despite feedback and early attempts to correct the concern. Probation is considered when remediation has not been successful at rectifying deficiencies.

Any additional support required for a ministry funded resident is developed in advance and outlined in a contract specifying the details of the support, the time frame for the delivery of these services, the rate of pay, and the expected outcomes. Remediation and probation can include additional clinical support, additional didactic support, or the services of third party organizations or individuals, e.g. communication consultants, professionalism coaches, psychological assessment services.

Submissions for Learning, Remediation and Probation Support must be submitted to - [pdassist@ucalgary.ca](mailto:pdassist@ucalgary.ca)

### **Guideline Notes**

All resident EE related expenses must occur during the course of residency and cannot extend past the residents training completion date.

Please note that failure to follow these guidelines when submitting expense claims may lead to delays in payment and/or claims being denied. Expenses must be submitted to PGME within 6 months of events/purchases. Failure to submit expense claims in a timely manner may result in the claim being declined.

Expense claims submitted to the PGME business administrator need to comply with the [Requirements for Supporting Documentation](#) and must be submitted electronically in a single PDF file.

**Exclusions** *\*The following Expense Categories are considered INELIGIBLE*

- Abstract publishing
- Alcohol
- Books for the sole use of individuals
- Catering for formal examinations under four hours duration
- Catering should be restricted to formal events and is therefore ineligible for the following routine events:
  - Academic Half –Day
  - Accreditation – Internal Reviews
  - Committee Meetings
  - Journal Club
  - Lunch-time education sessions
  - Rounds

*\*Unless in association with a visiting speaker*

- Cell phone device purchases and monthly bills
- Construction or renovation of laboratories or offices
- Customized promotional products such as lanyards, tote bags, key rings, etc.
- Donations / Sponsorships
- Electives (non-mandatory rotations)
- Funding support for a resident prior to an event occurring
- Food or meal vouchers for virtual events where attendees are not gathered in one place
- Gifts of recognition deemed to be of a personal nature (birthdays, holidays, graduation, certificate framing, etc.)
- Individual expenses for non-ministry funded residents
- Individual self-care activities (i.e. massages, spa and beauty treatments, gym fees)
- Insurance costs for equipment
- Items covered under the PARA agreement by AHS (pagers, lab coats, life support courses, chief resident stipends)
- Laptops, iPads and software for clinical use or for the sole use of individuals
- LMIA (Labour Market Impact Assessment ) application fees
- Memberships (\*except as required for the Program Director, Residents, staff for conference/course registration, exam attendance and access to educational platforms)
- Non-essential furnishings for office space
- Office Supplies (\*except when required for educational workshops or sessions)
- RCPSC & CFPC exam fees
- Rotations funded by DLRI and RPAP
- Top-ups for Chief Resident stipends