

Suggested Wording for Resident Manual & Additional Instructions

Funding

To submit an expense against your CME Account please refer to: [Program Policy & Procedure: Submitting a CME Claim](#) below

- 1) The **Fill in your program** will provide each resident in the program the following:
 - a) **\$(Fill in your programs amount) per resident per PGY year** which can include the following allowable expenses:
 - i) Resident CME Textbooks & Learning Resources
 - ii) Subscriptions i.e. Up to Date, ClinMicroNow, etc.
 - iii) Required Program Exam Fees
ie RISE Exams, IDSA exams
 - iv) Royal College Exam Fees and other Exam Fees
 - v) Research Support: Abstracts, Posters, publications fees
 - vi) Review Courses – required or elective
 - vii) Conference Travel
 - viii) Exam Travel
 - ix) Electives (travel and accommodation)
 - x) Required Certificates i.e. ACLS etc., if not covered under PGME/PARA/AHS
 - xi) Resident membership in professional societies i.e. ASCP, CAP-ACP, CAP, AMMI
 - b) All of the above guidelines are contingent on available funds.
 - c) The following expenses are **INELIGIBLE** for reimbursement:
Individual Electronics/Hardware; Cell phone bills; Donations and gift cards; Items covered under the PARA agreement by AHS required for residency (i.e. pagers, Resuscitation Courses); Alcohol; Items identified as ineligible as per [AHS Policy #1122 Travel, Hospitality, and Working Session Expenses Policy](#)

Program Policy & Procedure: Submitting a CME Claim

SCOPE: All residents enrolled in _____ **a** Pathology Residency Training Program, University of Calgary & University of Alberta.

PURPOSE: To outline the procedure for submitting your CME Claim to the residency program office.

IMPORTANT FIRST STEPS:

- 1) Complete the “**Introduction to iExpense (without DOAA) – 1001**” course on [myLearningLink](#). Completion of this course is required in order to be granted access to iExpense.
- 2) Your username and password will be provided to you within 5 business days. If you have not received it after 5 business days, you can email the Provincial AHS Accounts Payable Help Desk at AHS.APHelpDesk@albertahealthservices.ca to inquire on the status of your account. Please copy me when you do this.
- 3) After receiving access, assign the program coordinator or admin as a delegate (confirm with Program Administrator if delegate is available; if not proceed to Path C: iExpense (no delegate)).

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- a. Access Authorizations
- b. Expense Entry Delegations
- c. Add Another Row
- d. click search glass 
- e. Search by Full Name: "Last, First"
- f. Click: Select, Select, Save
- g. If adding a second Program admin repeat steps c-f with their information

GENERAL REQUIREMENTS:

- The following expenses are **INELIGIBLE** for reimbursement:
Individual Electronics/Hardware; Cell phone bills; Donations and gift cards; Items covered under the PARA agreement by AHS required for residency (i.e. pagers, Resuscitation Courses); Alcohol; Items identified as ineligible as per [AHS Policy #1122 Travel, Hospitality, and Working Session Expenses Policy](#)
- Any applicable Forms
- For Flight receipt/itinerary
 - ✓ All airfare receipts must show the flight itinerary and proof of payment
 - ✓ Reimbursement for flights purchased with points are ineligible
- Receipts
 - ✓ Receipts **must** be itemized
 - ✓ Receipts no older than six (6) months. Any claims older than six months will be returned and not paid.
 - ✓ Hotel receipts must show payment and \$0.00 balance
 - ✓ Note that as per AHS Policy, all travel for flights, hotels, car rentals must be booked through Direct Travel (formerly Vision Travel) – info can be found here [Travel Management Program | Insite \(albertahealthservices.ca\)](#)
- Boarding passes
 - ✓ Are required **unless** at least one of the following is submitted with the flight itinerary/receipt for proof of attendance:
 1. Ground Transportation receipt (taxi, train, bus, etc.)
 2. Hotel Receipts (online vendor receipts are not applicable)
 3. Meal receipt
 4. Confirmation of conference attendance
- Meals are paid per diem (if a meal is provided as part of a course or conference, that amount will be subtracted from the total).
 - ✓ The below table is for the University of Calgary, PGME

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

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- ✓ The below table is for University of Alberta, PGME

<i>Meals and Alcohol</i>	Meals, either on a per meal basis (within reason) or as a per diem (\$45 CAD or USD per day, \$66 CAD per day outside Canada and US)
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- ✓ The below table is for AHS per diem amounts:

Expense Type	Allowance within Canada	Allowance outside Canada
Breakfast	\$10.50	\$13.70
Lunch	\$13.00	\$17.00
Dinner	\$24.00	\$31.00
Daily Rate	\$47.50	\$61.70

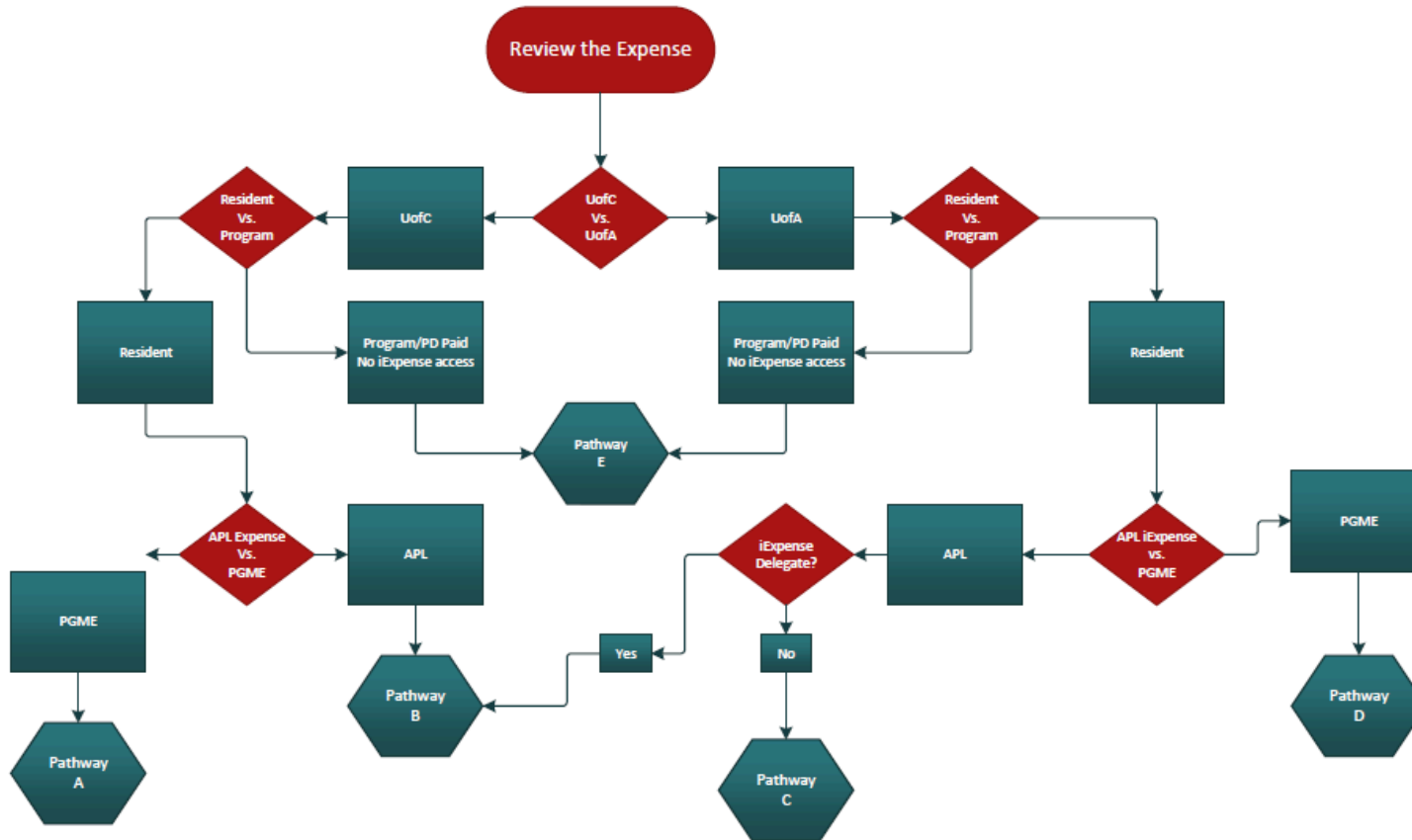
- Shared Accommodation – it is preferred that each claimant have their own receipts. In the event that is not possible, the receipt must be supported by proof of payment by a confirmation email from the original receipt holder as well as supporting documentation of payment (i.e. e-transfer)
- Mileage is paid at the following rates and claimants should submit a google map indicating the mileage with their claim:
 - ✓ AHS/APL = of \$0.50 per kilometer.
 - ✓ UofA = \$0.46 per kilometer
- All expenses shall be submitted to the Program Office PRIOR to the last day of February each year

PROCEDURE:

1. The claimant will follow the specified Pathway:
 - a. **Pathway A: UofC PGME Claims** will be on **University of Calgary** forms ([PGME Expense Description Form](#), & [PGME Expense Summary Form](#))
 - b. **Pathway B:** all other eligible expenses will be through **AHS iExpense (with delegate)**.
 - c. **Pathway C:** all other eligible expenses will be through **AHS iExpense (without delegate)**.

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- d. **Pathway D: UofA PGME Claims** will be on **University of Alberta** forms and per their procedures
- e. **Pathway E: Program Director paid expenses** – For Program Directors who do not have access to iExpense



REFERENCES

iExpense Quick Reference Guides

- [Create an Expense Report](#)
- [Per Diem Claims](#)
- [Expense Allocations](#)
- [Sending Receipts](#)
- [Preferences](#)
- [iExpense Frequently Asked Questions](#)
- [AHS Policy #1122 Travel, Hospitality, and Working Session Expenses Policy](#)

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Pathway A: UofC PGME Claims

2. Prior to submitting a claim to the UofC, the resident must submit an [EFT form](#) per University of Calgary policy. Please copy me on this submission. UofC Suppliers will have to set up the resident in the payables system before an expense can be paid reimbursed.
3. The completed form(s) required for the expense, will be submitted (in its original format) by email to the Program Administrator. Receipts and supporting documentation will be provided as pdf scans or original receipts, attached to the same email as the forms.
4. Program Administrator will verify forms submitted and return for revision if needed.
5. If all paperwork is complete, the Program Administrator will submit the claim to the UofC for payment.

Path B: iExpense Claims (Program Administrator set up as delegate)

2. The resident will submit original receipts by email to the Program Administrator. Receipts and/or supporting documentation (boarding passes, credit card statements, etc.) will be provided as pdf scans; attached to an email.

****Resident expenses will be batched quarterly to reduce downstream workflow****

3. The Program Administrator/Program Director will review the receipts for compliance with the specified guidelines and program approval
4. The Program Administrator will enter into iExpense on the residents behalf with proper coding information.

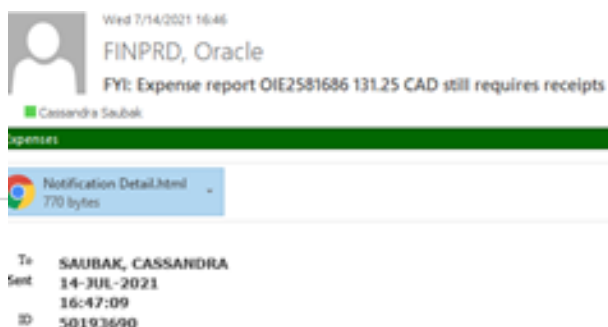
Cost Centre: 221.0777.71410100080

Account code: varies with type of expense

****It is VITAL that the coding is correct in the system or the claim will be denied immediately.**

a. Instructions to Print Expense report:

- i. Click on Expense Reports at top or Oracle webpage
- ii. Click "Go" to bring up list of all expense reports
- iii. Click on blue link under Report Number starting with OIE
- iv. Click on Printable Page
- v. Save As PDF
- vi. Repeat steps 1-5 for each tab (Per Diem Expenses, Mileage Expenses, etc.)



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5. The Resident verifies and “approves” or “signs” in iExpense.
6. All claims will be “batched” together monthly
7. The following table (sample below) will be emailed by the Program Office to the MEO (Wendy Mitchell (YYC) /Christina Thomas (YEG)), Dr. Klonowski and Dr. O’Hara so that they are aware of the submissions.

TO: Wendy Mitchell L (or) Christina Thomas; Dr. Carolyn O’Hara; Dr. Paul Klonowski
SUBJECT: CME iExpense claim: **[RESIDENCY PROGRAM] – [MONTH/YEAR]**

For review and approval on iExpense, please see the below information:

Resident’s Name (Last, First)	OIE number on iExpense (7 digits)	Total CME Allotment	This Claim	Amount remaining (after this claim)
Smith, John	OIExxxxxxx	\$0.00	\$0.00	\$0.00

8. The expense will go to Wendy Mitchell/Christina Thomas through iExpense and they will **approve** the expense.
9. The expense will then go to Dr. O’Hara and or Dr. Klonowski for final approval. Once the expense is approved it will be sent to AHS Accounts Payable for payment.

Path C: iExpense Claims (Program Administrator NOT available as delegate, i.e. PA is non-APL employee)

1. Resident will log into iExpense and create an Expense Report:
 - a. Click on Create Expense Report
 - b. Select **AHS-PARA** under Expense template field
 - c. Under Expense Report Title field, add description of expense claim
 - d. Click Next
 - e. Enter Receipt-Based expenses – enter information in each field
 - i. Under Expense location – enter where the expense was incurred, for example:
 - AB – Local (for travel within the resident’s city)
 - AB - North Zone
 - AB - Other Zones
 - For a list of all locations to choose from, enter % in the field and click on the magnifying glass icon
 - Click on Details
 - ii. Enter additional information regarding expense item under Justification
 - iii. Click Return to go back to Expense Report page

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- f. Click on Per Diem tab
 - i. Enter any meals not included in conference/travel
 - ii. Click on Details
 - iii. Check off any meals that were included with accommodations to be deducted from the total daily allowance
 - Meals can only be claimed as a per diem meal allowance and cannot be claimed using receipts
 - iv. Click Recalculate to adjust per diem
 - v. Click Return once finished
 - vi. Add additional lines as needed for separate trips (note: for sequential days that are within the same trip, enter as 1 line item with the appropriate number of days (ex. Start date July 1st, 3 days)
 - g. Click on Mileage Expenses tab
 - i. Enter line item fields
 - ii. Click on Details
 - iii. Enter required fields
 - iv. Click Return
 - v. Reimbursable amount will automatically be calculated
 - h. When all lines have been added, click Next, then click SAVE.
 - i. IMPORTANT NEW STEP:
 - i. Print a copy of the claim in progress.
Instructions to Print Expense report in progress:
 - 1. Click on Expense Reports at top or Oracle webpage
 - 2. Click "Go" to bring up list of all expense reports
 - 3. Click on blue link under Report Number starting with OIE
 - 4. Click on Printable Page
 - 5. Save As PDF
 - 6. Repeat steps 1-5 for each tab (Per Diem Expenses, Mileage Expenses, etc.)
 - ii. The claimant will email the claim in progress to their Program Office for approval.
 - iii. The Program office will review the claim and communicate with the claimant if approved or denied.
 - iv. Once the claimant has received program approval, then proceed to next steps.
 - b. Log back in to iExpense, click on the claim
 - i. IMPORTANT – make sure to update the Balancing, Site, and Functional Centre fields from the default to:
 - **Balancing: 221**
 - **Site: 0777**
 - **Functional Center: 71410100080**
 - Account – will be automatically applied based on the type of expense
- **It is VITAL that the coding is correct in the system or the claim will be denied immediately.**
- ii. Click Next to proceed

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- iii. Review expense and check off Attestation box
- iv. Click Submit
- c. A Notification email will be received once the expense claim has been submitted – forward this to your Program Administrator who will attach the PDF copies of the receipts to your email:



- 10. All claims will be “batched” together monthly on the third Wednesday of the month to help reduce downstream workflow
- 11. The following table (sample below) will be emailed by the Program Office to Drs. O’Hara and Klonowski so that they are aware of the submissions.

TO: Dr. Carolyn O’Hara and Dr. Paul Klonowski
SUBJECT: CME iExpense claim: **[RESIDENCY PROGRAM] – [MONTH/YEAR]**

For review and approval on iExpense, please see the below information:

Resident’s Name (Last, First)	OIE number on iExpense (7 digits)	Total CME Allotment	This Claim	Amount remaining (after this claim)
Smith, John	OIExxxxxxx	\$0.00	\$0.00	\$0.00

- d. The expense will go to Christina Thomas (YEG MEO) through iExpense and they will approve or forward the expense which will then move to Dr. O’Hara or Dr. Klonowski for final approval.

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- e. Once the expense is approved, it will be go to AHS Accounts Payable for processing.

Pathway D: UofA PGME Claims

Refer to UofA PGME procedures

Pathway E: Program Director paid expenses - Applies to Program Directors who are contractors and do not have access to iExpense

1. PD will generate an invoice
2. Complete the AHS Payment Requisition ([frm-09703](#))
 - a. Important – make sure to update the Balancing, Site, and Functional Centre fields to:
 - **Balancing: 221**
 - **Site: 0777**
 - **Functional Center: 71410100080**
 - **Account Code: varies (usually updates automatically; please refer to the APL Coding Manual)**
3. Email completed form with invoice and all associated back up documentation to Dr. O with attestation (insert)

Attention: ACCOUNTS PAYABLE

Date:	May 11, 2021
Vendor Name:	Dr. First Last
Amount:	\$_____.00
Invoice Number (if Applicable):	please see attached payment requisition
Required Form Attached:	Yes
Required Back-up Attached:	Mandatory – Payment will not be processed without backup attached

•I attest that I have read and understand all applicable policies of Alberta Health Services that pertain to these expenses, and confirm expenses being claimed are in compliance with such policies.

•I attest the expenses enclosed in this claim are for valid business purposes for Alberta Health Services and that

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this claim has not been previously claimed by the claimant or on their behalf from Alberta Health Services or any other Organization.

•I attest the expenses submitted in this claim have been incurred by using a cost effective method, otherwise rationale and supporting analysis is provided above.
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I have reviewed and provided the information, including the required back up, as requested above. I attest to the statements listed above. This is my e-mailed approval to proceed with the attached.

4. Dr. O'Hara will review and submit documents with attestation by email to [Fe Tinio](#)/AHS Accounts Payable.
5. AHS Accounts Payable will pay the invoice