

## RESIDENT EDUCATIONAL ALLOWANCE POLICY

The Queen's of Family Medicine (QFM) Program provides each non-DND resident with a pool of funds to directly support their personal educational endeavours. This includes all CMG, and IMG PGY 1, PGY 2 and Enhanced skills residents as well as all PHPM residents. This policy does not apply to DND residents.

- PGY1 and PGY2 residents are eligible for \$800 of total reimbursement over the two years of their program.
- Enhanced Skills residents are eligible for the pro-rated portion of \$800 per year, based on the program's number of months) of total reimbursement over their training.
- PHPM residents are eligible for \$1000 per year of total reimbursements.

### Eligible Expense Examples:

- Registration fees for medical conferences, courses or workshops
- Travel costs (i.e., airfare, rail, hotel) to medical conferences, courses or workshops
  - Boarding passes in addition to receipts, must be attached to the claim.
- Textbooks
- Journal subscriptions and reference materials

### Ineligible Expense Examples:

- Electronic equipment such as laptops/tablets
- Medical equipment such as stethoscopes
- Airline seat selection fees, Excess baggage fees or travel agent fees
- Expenses to change or cancel transportation or accommodation reservations
- CFPC exam fees
- CMPA and CPSO fees
- Interest charges on outstanding credit card balances
- Loss or damage to personal possessions
- Parking tickets and traffic fines; toll road fees
- Queen's PG Registration Fees

### Submission of Claims

All claims should be submitted through ERS and follow the QFM [ERS process](#).

Education allowance claims may only be submitted **after** the event or purchase. All claims must be submitted within 60 days of the last day of the conference or date of purchase. Claims submitted after this time may not be processed.

**Itemized receipts which include the method of payment, the amount paid by the claimant and the amount of taxes levied must be attached to each claim.**