

Did you know... There are many ways to speed up the processing of your reimbursement claims. Below, we have listed some things you may or may not know...

CME Live Events:

- CME events must average at least 3.5 credits per day for each day reimbursed
- A Certificate of Attendance is required for any reimbursement
- Itemized receipts (with names/dates/amounts) are required for your registration, travel, accommodation & car rental receipt
- Only provide credit card statements to illustrate actual amount paid vs receipt (eg: USD to CAD)
- Claim \$95/day for meals and miscellaneous supplies - NO receipts required
- Mileage to the CME event (or even just to/from the airport) is reimbursed at \$.50 per kilometer if over 25k. But if mileage cost is greater than airfare, we only reimburse up to economy airfare
- Hotel accommodation is reimbursed up to \$300 night (room & taxes only)
- Claim \$80/night if staying with friends during a CME conference - NO receipts required
- During the conference & travel days, private practice docs can claim \$300 per weekday for overhead
- During the conference & travel days, sessional docs can claim \$180 per weekday for overhead

Electronics:

- Claim actual Internet cost (plus taxes) on your CME claim form (submit itemized receipt showing monthly cost of Internet)
- Electronic hardware used to access CME is reimbursed: tablet, smart phone, laptop, desktop, printer, router, mouse...state how you will use it
- Claim your Antivirus software on your CME
- Claim your online CME software expenses (UpToDate etc)
- Office or billing software, cases for phones/laptops etc are not reimbursed

General:

- Original receipts are no longer required – fax, email or mail your reimbursement forms and receipts.
- Prince George physicians may also use the drop box in the UHNBC mailroom.
- CME funds are kept for 3 years and then revert to the Community Fund. When claims are submitted, the oldest funds are used up first. Every March 31st, unused funds that are 3 years old will expire. Early each year, a statement is sent to each physician detailing the current RCME fund balance.
- **Please note if you have expiring funds – if you do, submit your claims to us before March 31st of that year!**
- Northern Health has a discounted rate with many hotels – physicians are eligible with their NH id

Quick Links:

- NCME/RCME Policies: www.ncme.ca/policies
- NCME Reimbursement Form: www.ncme.ca/form
- CME Calendar of Upcoming Events: www.ncme.ca/calendar
- CME Flyer: www.ncme.ca/flyer (NOTE: Our CME Monthly Flyer is sorted by date and by specialty and is available electronically - click on the links to be routed to the events! Events in the CME Monthly Flyer can be saved to your personal calendars & emailed to friends)