



American Association of Colleges of Podiatric Medicine
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2018 DVAMC CRIP REIMBURSEMENT POLICY

The DVA Reimbursement Program was developed in 1988 after a ruling by the Veterans Administration General Counsel that the collection of fees by Veterans Administration Medical Center Podiatric Residency Programs was illegal. The DVA reimbursement program was created by AACPM to allow DVA Medical Center programs to participate in the Centralized Residency Interview Program (CRIP) by covering the basic travel costs for up to two* interviewers from a DVA Medical Center to attend CRIP.

READ CAREFULLY

Eligibility: DVA programs wishing to participate in the CRIP Reimbursement Program must be an entry-level podiatric residency program participating in the 2018 CASPR Program and a member of the Council of Teaching Hospitals (COH).

Applying for the Reimbursement Program:

A DVA program wishing to participate:

1. Must have their program director and administrator certify on the “Estimated Expenses for Prior Approval” form that there are no other funds available to cover CRIP interview expenses.
2. Must submit the completed “Estimated Expenses for Prior Approval” form to AACPM by **Friday, October 13, 2017.**
 - *Reimbursement is limited to a maximum of two people from each program provided more than twelve interviewees are scheduled.*
 - *If twelve or fewer interviewees are scheduled, reimbursement is limited to ONE interviewer. This is the “one interviewer only” restriction.*
3. **Must not make travel arrangements until you have spoken with staff and received your letter of approval from AACPM!**
4. Must complete the Scheduling Questionnaire and Accommodation Request forms on CASPRweb.org.
 - *DVA programs MUST hold the majority of their initial interviews either on Thursday, January 11 or Tuesday, January 16 depending on your assigned section for CRIP.*

Once the above requirements are met, staff will contact you to resolve any questions from our review of your Scheduling Questionnaire and Accommodation Request forms.

- **Once you have received the letter from AACPM authorizing your travel and specifying your approved expenses, you may make your travel arrangements.**
 - *Airfare must be purchased at least twenty-one days in advance.*
- **REMEMBER: As you travel and attend CRIP, retain receipts for any expense to be reimbursed.**

Getting Reimbursed After CRIP:

1. AACPM staff will request that you submit your actual expenses for reimbursement. You must submit:
 - a) An electronic copy of your signed "Actual Expenses for Reimbursement" form and all required documentation/receipts (PDF) or,
 - b) Mail your signed Travel Expense Report and all receipts/documentation.
2. All requests for reimbursement must be received by AACPM no later than February 1, 2018. *Any request received more than seven (7) business days after this deadline will not be honored.*
3. Payment is made after all expense reports from all participating DVAs are received and checked against the CRIP hotel bill and the reimbursement policy. Generally the reimbursement checks are issued in late February.
 - Actual expenses may not exceed budgeted amounts by more than five percent (5%).

NO EXPENSE IS REIMBURSED WITHOUT A RECEIPT. Receipt copies provided with credit card statements are NOT acceptable. Copies of E-Tickets for airfare showing the date the reservation was made and the amount are acceptable.

You are responsible for verifying that an expense is reimbursable and meets the requirements of the AACPM DVA CRIP Reimbursement program.

REIMBURSABLE EXPENSES & REQUIRED DOCUMENTATION

- **AIRFARE:** Up to two* round-trip coach air tickets. ***All tickets must be purchased a minimum of TWENTY-ONE (21) DAYS in advance.*** Any exceptions to this policy must be approved prior to purchase.
 - Required documentation: An itinerary verifying the **ticket purchase date.**
- **TRANSPORTATION TO and FROM HOME AIRPORT:** Transportation to and from your home airport is reimbursed and, if by personal vehicle, paid at the IRS standard mileage rates for business use of a car. No receipt is required for use of personal vehicle.
- **HOME AIRPORT PARKING:** Original receipt is required for parking fees.
- **AIRPORT TRANSPORTATION:** **Maximum of \$140 per program.** Love Field, a hub for Southwest Airlines, and the Dallas/Fort Worth (DFW) airports are approximately 20 miles each way from the hotel. Cab/rideshare fares average \$50 - \$70 each way. Rides should be shared whenever possible. Original receipt is required.

If a car rental is more economical for your team, please consider the following:

- Rental car must be economy or compact size or an equivalent cost,
- Gas purchase beyond the full tank provided at pickup is NOT reimbursed,
- Insurance or warrantee coverage offered by the rental company is NOT reimbursed
- Outside parking is free at the Embassy Suites, the garage is \$10/day self-park. Valet parking is NOT reimbursed.
- **DAILY MEALS:** *Daily meals are reimbursed for up to two* people not to exceed \$70 per person per day for a maximum of three days. Reimbursement of daily meals is restricted to the actual day(s) that interviews are scheduled plus hours around that period for travel.

Actual daily meals are reimbursed on original receipts submitted and will be the lesser of actual receipts or \$70. If multiple people are listed on a receipt, circle costs that apply to this policy.

- **LODGING**: Hotel room and taxes for up to three nights lodging for two* hotel suites at the CRIP designated hotel are placed on the AACPM master account and paid by AACPM. **Internet usage fees are complimentary for interview suites only.**
 - All participants must check out of sleeping accommodations by the normal checkout time listed at the hotel. **AACPM does NOT reimburse any late checkout or day rate fees.**
 - Upon checkout from the hotel, confirm that all qualifying charges, room and taxes, have been charged to the AACPM master account. Contact AACPM staff with any question regarding this.
 - **All other hotel room charges are the responsibility of the participating residency program.**
- **TRAVEL TO CRIP BY AUTOMOBILE**: For those programs not flying to CRIP, expense for the use of personal vehicles is reimbursed at the IRS rate per mile for business in effect at the time of travel.
 - Tolls should be included under automobile expense.
 - Outside parking is free at the Embassy Suites, the garage is \$10/day self-park. Valet parking is NOT reimbursed.

INTERVIEW SPACE: All interviews must take place in one or both* hotel suites. AACPM does NOT reimburse for individual meeting rooms or social expenses.

* Subject to the “one interviewer only” restriction.

2018 CRIP DVA REIMBURSEMENT PROGRAM
ESTIMATED EXPENSES FOR PRIOR APPROVAL

RESIDENCY PROGRAM NAME _____

ADDRESS _____
Street City State Zip

RESIDENCY DIRECTOR'S NAME _____

PHONE _____ EMAIL _____

CRIP SECTION	WEST–Section 1 JAN 11–13 VA Programs interview 1/11	EAST–Section 2 JAN 14–16 VA Programs interview 1/16	Office Use
Number of Staff (limit 2)			
Number of Nights (per person)			
Air Fare x # of staff (minimum 21 day advance purchase)			
Transportation to/from Home Airport (IRS rate for business if driving)			
Home Airport Parking			
Transportation to/from Hotel (\$140 per program maximum)			
Daily Meals (receipts required, max. \$70/pp/day)			
Lodging (see policy)			
FOR THOSE NOT FLYING			
Actual Round Trip Mileage & Tolls			

Total Estimated Costs: _____

CERTIFICATION: By submitting this budget request, I attest that we have pursued other funding sources and that there are no other funds available for our participation in the CRIP program.

Residency Program Director: _____

Hospital Director or Chief of Education: _____

BOTH SIGNATURES REQUIRED

RETURN THIS FORM TO AACPM NO LATER THAN OCTOBER 13, 2017.

Completed forms may be faxed to 301-948-1928 or emailed to sclaffey@aacpm.org

2018 CRIP DVA REIMBURSEMENT PROGRAM
ACTUAL EXPENSES FOR REIMBURSEMENT

RESIDENCY PROGRAM NAME _____

ADDRESS _____
Street City State Zip

RESIDENCY DIRECTOR'S NAME _____

PHONE NUMBER _____ EMAIL ADDRESS _____

CRIP SECTION	WEST-Section 1 JAN 11-13 VA Programs interview 1/11	EAST-Section 2 JAN 14-16 VA Programs interview 1/16	Office Use
Number of Staff (limit 2)			
Number of Nights (per person)			
Air Fare x # of staff (minimum 21 day advance purchase)			
Transportation to/from home airport (IRS rate for business if driving)			
Home Airport Parking			
Transportation to/from Hotel (\$140 per program maximum)			
Daily Meals (receipts required, maximum \$70/pp/day)			
Lodging (see policy)			
FOR THOSE NOT FLYING			
Actual Round Trip Mileage & Tolls			

Total Costs: _____

RESIDENCY PROGRAM DIRECTOR'S SIGNATURE _____

DATE _____

This form & receipts must be received by AACPM:

NO LATER THAN FEBRUARY 8, 2018

<p><u>AACPM Use Only</u></p> <p>Approved Budget: _____</p> <p>AACPM Master: _____</p> <p>Reimbursement: _____</p> <p>Total: _____</p>
