



American Association of Colleges of Podiatric Medicine
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2017 DVAMC REIMBURSEMENT POLICY

Any DVA program wishing to participate in the CRIP Reimbursement Program must be an entry-level podiatric residency program participating in the 2017 CASPR Program and be a member of the Council of Teaching Hospitals (COTH).

Each participating hospital must submit a budget of proposed expenses to be received in the CRIP office no later than **Friday, October 14, 2016**.

- Reimbursement of expenses includes only the actual day(s) that interviews are scheduled plus 24 hours around that period for travel purposes.
- Actual expenses may not exceed budgeted amounts by more than five percent (5%).
- **DVA programs MUST hold the majority of their initial interviews on Thursday, January 12th or Tuesday, January 17th per your region's section of CRIP.**
- **CRIP staff will contact each DVA program to schedule CRIP interview blocks. Please do not make travel arrangements until you have spoken with CRIP Staff!**
- ***Any DVA program with twelve or fewer scheduled interviewees is reimbursed for ONE interviewer only.** Reimbursement is the same as for all other DVA programs but limited to one person at one location.
- Travel expenses incurred in conjunction with the CRIP program are paid after all expense reports have been received and checked against the CRIP hotel bill. Generally CRIP reimbursement checks are issued in late February.

AACPM will reimburse DVA programs for the following expenses:

- **AIRFARE:** *Allowable air expenses include up to two round-trip coach air tickets. ***All tickets must be purchased with a minimum TWENTY-ONE (21) DAY ADVANCE PURCHASE requirement.*** Any exceptions to this policy must be approved prior to purchase. You are required to provide:
 - 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 \$0.54 cents per mile.
- **HOME AIRPORT PARKING:** Original receipts are required for parking fees.
- **AIRPORT TRANSPORTATION:** Love Field, a hub for Southwest Airlines, and the Dallas/Fort Worth (DFW) Airports are equal distances from the hotel, approximately 20 miles.

An economy size car rental may be more economical for your team than cab fare which averages \$50 - \$70 each way. Rides should be shared whenever possible. If you elect to rent a car, please consider the following:

- Rental car must be economy or compact size or an equivalent costs

- No gasoline beyond the full tank provided at pickup will be reimbursed.
- Insurance or warranty 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 supported by original receipts. Reimbursement of daily meals is restricted to the actual day(s) that interviews are scheduled plus hours around that period for travel purposes only. **NOTE**: Each suite has a microwave, refrigerator and coffee maker and grocery stores are within walking distance.

Actual daily meal reimbursement is based 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 tax expenses for up to three nights lodging for two hotel suites at the CRIP designated hotel are reimbursed. These suites are placed on the AACPM master account. **Internet usage fees are complimentary for interview suites only.**
 - Upon checkout from the hotel, confirm that all qualifying charges, room and tax, have been charged to the AACPM master account. See CRIP staff with any question regarding this.
 - All other hotel room charges are the responsibility of the participating residency program.
 - 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.**
- **TRAVEL TO CRIP BY AUTOMOBILE**: For those programs not flying to CRIP, ground transportation expenses for personal vehicles is reimbursed at a rate of \$0.54 cents per mile. 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.

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

REIMBURSEMENT: To receive payments, participants may either:

- a) **DIGITALLY** submit a **signed** Travel Expense Report, including all receipts (PDF) or,
- b) Mail original, **signed** Travel Expense Report including all receipts.

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.** All requests for reimbursement must be received by the CRIP office **no later than February 1, 2017.** **Any request received more than seven (7) business days after this deadline will not be honored.**

* Subject to the “one interviewer only” restriction.