

## ***Community-Based Faculty Education Fund***

Community-based faculty (CBF) may apply for funding to attend University of Saskatchewan, College of Medicine Educational Support and Development courses once they have used up their Continuing Medical Education Funds

**Applications must be received within one month of attending an Educational Support and Development course.**

### **Guidelines**

#### **Eligibility and Amounts Available**

The amount a physician is entitled to in any fiscal year is based on level of activity.

To apply, a physician must:

- (a) be licensed with the College of Physician and Surgeons of Saskatchewan under Sections 28, 29 & 30 of The Medical Profession Act.
- (b) have residency and be practicing in Saskatchewan at the time the application is made.
- (c) be providing clinical services.

Exceptions to these requirements are subject to review by the Coordinator, Community-Based Support and Development Program (306) 966-8528.

#### **General Information**

Funds are provided only with respect to expenses already incurred for Educational Support and Development courses or materials. In order to be acceptable, expenses must have been incurred since the beginning of the year for which money is available.

**Transportation** - The lesser of economy airfare or automobile travel at 37.37 cents per kilometer, taxi and parking (receipts required) may be claimed by doctors forced to travel to another city in order to attend workshops. Travel on private aircraft will be paid at the lesser of available commercial air rates or automobile travel rates.

**Maintenance** - Includes lodging, meals, gratuities (no receipts required) to a maximum of \$150/day may be claimed by doctors forced to travel overnight in order to attend workshops.

**Overhead** - May be claimed per regular working day away from practice (no receipts required). Overhead applies only to travel days via the most direct route and days actually attending the CBF function.

# APPLICATION FOR BENEFITS – COMMUNITY-BASED FACULTY FUND

Return to: Community-Based Faculty Program or Email to [ESD@usask.ca](mailto:ESD@usask.ca)  
Educational Support and Development  
Room B103 Health Sciences Building  
107 Wiggins Road  
Saskatoon, SK S7N 5E5

\*Please Type\*

Name:

Social Insurance #:

Address:

Postal Code:

Office Phone #:

Email Address:

Purpose for which reimbursement is requested: (Title of meeting or course, location and date). Physicians are requested to complete a **SEPARATE FORM** for each educational experience for which a claim is being submitted, and to ensure that **COMPLETE DOCUMENTATION** is provided, unless expenses are itemized separately for each claim.

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## Cost Details

Travel may be claimed at .....\$0.3737 x km .....\$  
Maintenance (# of days) .....\$  
Overhead (# of days) .....“X” days x \$150 .....\$  
(# of regular working days away from practice)

Total: \$

Amount Requested: \$

Date:

Signature:

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(office use)

Received:

Approved:

Code:

Cheque #:

Amount:

Date:

Opening Balance:

Remaining Balance:

Total Paid to Date:

Claims should not be made for expenses that are reimbursed from another agency/district