

		Policy Number	
Effective Date	Jan. 1, 2026	Review Period	Every 3 years
Date of Last Review	Oct. 31, 2025	Policy Owner	Corporate Services

1.0 Purpose

This policy outlines the conditions, guidelines, and procedures under which contractors of the College of Physicians & Surgeons of Alberta (CPSA) may incur and be reimbursed for expenses while conducting business on behalf of CPSA. All reimbursements are subject to an audit and must comply with CPSA’s financial controls and contractor agreements.

2.0 Scope

This policy applies to all contractors engaged in an agreement with CPSA.

For the purposes of this policy, the following definitions apply:

Term	Definition
Contractor	External party (i.e., engaged to do work for CPSA through a contractor agreement, not an employment contract) providing billable services while conducting business on behalf of CPSA.
Cost Effective	Expenses that are reasonable and represent good value for money. This includes consideration of time, weather, distance, and safety. It does not necessarily mean the lowest possible cost.
Reasonable Expense	A cost that is necessary, appropriate, and represents good value for money considering the business purpose, distance, and available alternatives.
CPSA Business	Work performed on behalf of CPSA under the terms of a contractor agreement.

3.0 Expectations

- 3.1 CPSA is responsible for the proper and timely reimbursement of reasonable and eligible expenses incurred by contractors while engaging in CPSA Business.
- 3.2 Contractors are responsible for using discretion and good judgment in incurring and submitting cost effective expenses that are reasonable and eligible, as per the terms outlined in this policy.
- 3.3 CPSA reserves the right to deny reimbursement of any expenses considered unreasonable (i.e., excessive and/or not related to the business

being conducted on behalf of CPSA, such as entertainment costs), unless pre-approved or outlined as a reimbursable cost herein in writing.

4.0 Eligibility

- 4.1 Only reasonable expenses incurred in the normal course of CPSA Business are eligible for reimbursement.
- 4.2 In some cases, and where explicitly permitted in the expense policy or contractual agreement, allowances may be used in place of expense reimbursement. Receipts are not required for claiming allowances.
- 4.3 Expenses must be submitted within 60 days of the expense date, unless another timeline has been established and/or is explicitly specified in their contract, or the claim may be denied and expenses may not be reimbursed.
- 4.4 All expense amounts throughout are before taxes and gratuities. Gratuities should not exceed 18 per cent unless a minimum gratuity was charged due to group sizes, in which case the charged gratuity will be reimbursed.
- 4.5 Any expenses reimbursed by a third party are not eligible for reimbursement by CPSA.
- 4.6 Reimbursement rates are outlined in the attached appendix and apply to all contractor expenses unless otherwise stated in the contractor agreement.

5.0 Meals

- 5.1 Separate meal claims are not eligible for reimbursement if meals are otherwise provided in the course of conducting the CPSA Business, except in instances where food allergies, cultural/religious, and medical reasons prevent consumption.
- 5.2 Alcoholic beverages are not reimbursable.

6.0 Travel

- 6.1 Airplane travel
 - i. Airfare will be reimbursed for tickets that allow a person to change the date of travel with minor additional charges. Subsequent fees (such as for cancellations, seat selection, checked baggage (limit of one (1)), and schedule changes) may also be submitted for reimbursement. Expenses relating to mobility restrictions or health conditions will also be reimbursed.

- ii. Business class airfares are not permitted for travel within North America.
- iii. No reimbursement will be made for flights purchased using personal points.
- iv. Contractors are responsible for maintaining appropriate travel and health insurance coverage. CPSA does not reimburse for personal travel insurance premiums.

6.2 Personal Vehicle travel

- i. Mileage will be reimbursed at CPSA's approved rate for private vehicle travel in lieu of vehicle operating expenses such as fuel, insurance and maintenance expenses. Claims for fuel, repairs, or insurance are not reimbursable separately.
- ii. Accident claims (including deductibles), repairs and traffic violations are not reimbursable.
- iii. Mileage claims for the use of personal vehicles when travelling from home to the local airport in lieu of taking a taxi will be reimbursed.
- iv. It is the responsibility of Contractors to ensure they have appropriate insurance on their vehicle and coverage for engaging in the contracted services.

6.3 Parking

- i. The regular hourly or daily parking rate will be covered. Valet parking is only reimbursable if no other reasonable alternative exists or if it is the lower-cost option.

6.4 Rental Vehicles

- i. Vehicle rental expense claims may be submitted.
- ii. Gas expenses can be claimed for rental vehicles.
- iii. Mileage cannot be claimed in conjunction with a rental.
- iv. CPSA covers Loss Damage Waiver (LDW) insurance on the rental vehicle. All other insurance for vehicle rentals is the responsibility of the contractor and is not eligible for reimbursement.

6.5 Other modes of travel are eligible for reimbursement if the selected method of transportation is the more cost effective alternative.

7.0 Accommodations

7.1 Overnight accommodation should be booked at CPSA corporate or negotiated rates where available.

- 7.2 Expenses incurred for personal reasons as part of overnight accommodation expenses, including entertainment, dry cleaning, or spas, are not eligible for reimbursement.

8.0 Reimbursement

- 8.1 CPSA reimburses expense claims via electronic funds transfer (EFT).
- 8.2 Contractors must maintain current EFT authorization with CPSA Accounting. Changes to banking or remittance contact information require submission of a new EFT Authorization Form.

Appendix I: 2026 Expense Reimbursement Rates for Practice Readiness Assessment (PRA) Assessors

Description	Reimbursement Rate
Preliminary Clinical Assessors (PCA)	\$2,000.00 per week for the duration of the assessment (12 weeks maximum = \$24,000 total, regardless of whether there is one or more physicians involved in the role of Assessor for the Applicant*)

** The maximum weeks are based on the year the file was initiated. Updated limits for future file years will be published at [CPSA | PRA Fee Schedule](#) at least three (3) months before they take effect and are subject to Council approval.*

Appendix II: Contractor Expense Processes

A. Submission/claim process

- i. Claims must be submitted within 60 days of service unless otherwise agreed to and/or is stated in the contractor agreement, or expenses may not be reimbursed.
- i. For services provided to CPSA, the claim for expenses and hours billed are to be submitted on the contractor invoice form provided by CPSA.
- ii. Assessment claims must clearly identify the assessment, the date, the location of the assessment and activity type (e.g. pre-assessment, on-site assessment, report reviewing). Expense claims must include descriptions of all items including when expenditure was incurred.
- iii. Receipts and credit card slips (where applicable) are required for the reimbursement of all expenditures unless a daily allowance has been approved and is being claimed. Scanned or faxed receipts are acceptable. Any lost receipts require a declaration to be made by the claiming party, which is to be included with their submission.