

MAFP Foundation Reimbursement Policy

The Mississippi Academy of Family Physicians Foundation looks forward each year to sponsoring medical students and residents to attend the MAFP Annual Meeting, AAFP Meetings and other conferences that help to further the student's/resident's medical education. To avoid any misunderstanding, the Foundation's Board of Trustees has outlined a clear statement of policy on the reimbursement of expenses in connection with attendance to a conference.

Reimbursements will not exceed \$1,000 per conference, per participant.

1) TRANSPORTATION:

The Foundation reimburses for expenses incurred for transportation by plane (coach) to and from the convention city, by the most direct route. Reservations for travel must be made at least 21 days in advance. The Foundation will pay for the lowest fare published at that time unless the attendee can prove that he/she had to pay a higher rate. First class or upgraded flights are prohibited. Included under the heading of transportation, an attendee is reimbursed for taxi or shuttle fare to and from the airport. If an attendee prefers to travel to the convention city in his/her own automobile, reimbursement will be for the actual cost of using their vehicle, not to exceed the cost of what airfare at the lowest published rate would have been. When an attendee resides in the convention city, is assumed he/she will incur no transportation expense. Conference Attendee will be responsible for making own airline arrangements.

2) MEALS AND LODGING:

The Foundation reimburses a conference attendee for actual meal expenses up to a daily per diem of \$30 for meals not provided by the conference. It also defrays the cost of a single rate hotel room at the convention hotel room rate prior to any rate increase deadlines. **When a conference attendee checks out of the hotel, it is understood that he/she will pay the charges on the bill.** The conference attendee will submit only his/her expenses to the Foundation with a copy of the receipts for reimbursement.

3) INCIDENTALS:

The Foundation reimburses a conference attendee for airport parking fees. Please submit expenses to the Foundation with a copy of the receipt for reimbursement.

4) CONFERENCE REGISTRATION FEES:

The conference registration fee will be reimbursed. Please include a copy of the registration, including the amount of the fee.

5) NON-REIMBURSABLE ITEMS:

The Foundation does NOT reimburse the following

- a) Personal car rentals, charter planes, helicopters, side trips.
- b) Travel and meals for spouse, children.
- c) Personal long distance telephone calls.
- d) Personal entertainment, such as movies in hotel room, room service, etc.

It is the policy of the Mississippi Academy of Family Physicians Foundation to only pay expenses to conference attendees upon receipt of a completed expense form accompanied by appropriate receipts (actual itemized receipts must be submitted; credit card receipts are not acceptable. If travel is by airline, the completed expense form **MUST** be accompanied by either a paid receipt or a copy of the actual airline ticket which contains cost of ticket. Your expenses must be received within six weeks of the date of the conference. Any expenses received after the six week deadline will not be honored.

It is understood that conference attendee's expense check will clear the MAFPF checking account within 90 days. If not, the MAFPF reserves the right to stop payment.

NOTE: THE MISSISSIPPI ACADEMY OF FAMILY PHYSICIANS FOUNDATION REQUIRES ALL CONFERENCE ATTENDEES TO READ, COMPLETE, SIGN AND RETURN THIS AGREEMENT AT LEAST 30 DAYS PRIOR TO ATTENDING THE CONFERENCE. PLEASE OBTAIN APPROVAL FOR TRAVEL BY THE APPROPRIATE FAMILY MEDICINE DEPARTMENT REPRESENTATIVE.

CONFERENCE ATTENDEE'S SIGNATURE

DATE

TRAVEL APPROVED BY

Return form by to:
MISSISSIPPI ACADEMY OF FAMILY PHYSICIANS FOUNDATION
755 Avignon Drive, Ridgeland, MS 39157
Telephone: (601) 853-3302
Fax: (601) 853-3002