

# MSPEI 2017 CME Funding Application

Applications are accepted up to January 31, 2018, for eligibility in the 2017 program.

If you have questions please contact Heather Mullen at 902-368-7303 (ext. 103) or via email at [heather@mspei.org](mailto:heather@mspei.org)

**PART 1:**

Member Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_  Fee-for-Service  Contract  Locum  Sessional

The following CME expenses are eligible for reimbursement:

- (a) registration fees;
- (b) up to full-fare economy flight or other travel costs up to the equivalent full-fare economy rate;
- (c) miscellaneous expenses associated with travel (e.g., taxis, tolls, etc.);
- (d) meals (as per Government travel policy);
- (e) accommodations (unless otherwise approved, no greater than the hotel conference rate at CME site for duration of CME only); and
- (f) books, journals, educational software and other CME materials may be purchased for CME purposes whether undertaken in PEI or at other approved sites.

Please note electronic equipment is not eligible for reimbursement.

CME EXPENSES CLAIMED		DESCRIPTION OF PROGRAM
REGISTRATION	\$	
SOFTWARE/HOME CME	\$	
ACCOMODATION	\$	
MEALS	\$	
TRAVEL	\$	
TOTAL:	\$	

**PART 2A - Details of Expenses Incurred and Claimed (to be completed upon return)**

	Date	Registration (\$)	Airfare (\$)	Transport (\$)	Lodging (\$)	Meals (\$)	Incidentals (\$)	Details (including Vendor Name)
1.								
2.								
3.								
4.								
5.								
6.								

**PART 2B - Details of Private Vehicle Usage (if applicable)**

DATE	FROM	TO	KM	49.5 CENTS/KM	\$
Transfer total \$ Costs to "Transport" under Part 1 (a) of expenses incurred and claimed				TOTAL	\$

**SUBMISSION CHECKLIST**

To expedite processing, please ensure all necessary documentation is included with the application as outlined below. Incomplete applications will not be processed.

- CME Application Complete
- A registration receipt and confirmation of attendance/obtained CME credits is required.
- Numbered Receipts attached (to match Part 2a)

Please submit application to: Medical Society of PEI via Post: 2 Myrtle Street, Stratford PE, C1B 2W2, or Fax: (902) 566-3934, or Email: [admin@mspei.org](mailto:admin@mspei.org)