

Guidelines for Financial Support for registrars completing the REST Course 2022

Note

The training and education of registrars on the AGPT program will transition to college-led training with the RACGP or the ACRRM from 1 February 2023. These Guidelines will cease to apply from 31 January 2023.

1. Financial Support for Registrars Completing the REST Course

The following guidelines outline financial support for ACRRM registrars completing the ACRRM – Rural Emergency Skills Training (REST) course.

2. How to claim

Complete the corresponding Registrar Expense Claim Form and send to the Finance Department.

- Email: accounts@gpex.com.au
- Postal address: PO Box 579, UNLEY SA 5061

3. Expense claim forms

To download an expense claim form, log in to your GPEX One account and open the link location on the Resources page. All claims must be accompanied by proof of purchase.

4. Closing Date for Claims

A claim may be submitted at any time during the course for the training year during which the expenses are incurred, but no later than 31 January 2023. Payment for all claims will be completed by 31 March 2023.

5. Course Fee

GPEX will reimburse the REST course fee once the registrar has completed and passed the course. Please submit your course certificate together with your expense claim form.

6. Travel and Accommodation

Financial support for related travel and accommodation expenses is at the discretion of GPEX.

6.1 Proof of purchase

Tax invoice receipts must be provided for all travel expenses claimed.

6.2 Mileage allowance

- Registrars traveling by car may claim mileage allowance for round trips greater than 150km. Mileage allowance claims are limited to 1000km per course.
- Mileage allowance is paid on kilometres in excess of 150km at a rate of \$0.78/km. For example, if the total round trip is 180km, 30km x \$0.78 is claimable.
- Distances will be verified using Mapmaker (<http://www.travelmate.com.au/map/>)

6.3 Accommodation

- Registrars may claim reimbursement of accommodation expenses up to \$150 per night. The number of nights that accommodation is claimable is based on the following:
 - a) If the total round trip is less than 400km, accommodation will be limited to three nights for attendance at the four-day workshop.
 - b) If the total round trip is greater than 400km, accommodation will be limited to four nights for attendance at the four-day workshop.

6.4 Exclusions

GPEX will not reimburse the following expenses:

- Meals
- Car Parking
- Travel expenses for family members