



FAQ – Completing your CPE or RITA claim

The Rural Pharmacy Workforce Team frequently receives applications for the Rural Pharmacy Continuing Professional Education Allowance (CPE) and the Rural Intern Traineeship Allowance (RITA) which are not able to be paid. There are several common areas where issues prevent payment of the maximum allowance.

What are the rules for claiming?

Ensure you read the Programme Specific Guidelines! If your claim does not comply with the guidelines you may not be eligible to receive funding under the allowance.

How long do I have to submit my claim?

You have two months from the last day of the event to submit your claim. If you are waiting for your proof of attendance and may run out of time, please call the Rural Pharmacy Workforce Team for advice.

Can I share expenses with another attendee?

Yes, but be aware when sharing expenses that each claim has a personal limit to expenses for travel and accommodation – if you share expenses with someone we can only reimburse the person that paid, and only to their maximum individual cap. Eg if John and Irene share a hotel room valued at \$300 per night and John pays on checkout (with Irene giving John the \$150 balance) the maximum reimbursement can only be \$200 per night and only paid to John. Similarly, if Irene pays for flights for herself and John to the event, the reimbursement will only cover the cost of Irene's flights. Remember the golden rule – if the invoice does not say that you paid, you do not get reimbursed.

I'm an intern – do I claim under CPE or RITA?

If the event is a compulsory event for interns then RITA is the correct allowance. If the event is not compulsory and is accredited for Group 2 or Group 3 points then claim under CPE. If you attend an event that can be claimed under either the CPE or RITA, you can only submit a claim under one of the programmes. If you are unsure which programme to claim under please contact the Rural Pharmacy Workforce Team for advice.

Can I have a staff member complete the application?

The person who attended the event must complete the application themselves, unless your business has paid for the travel and accommodation of a staff member. The application contains legal declarations that must be completed by the person receiving the reimbursement.

Can I travel anywhere in Australia for an event?

Yes, but ensure your travel is reasonable. If John flies from Colac, VIC to Brisbane to attend a first aid course (which is available in Colac or Melbourne, or other more accessible locations) the Rural Pharmacy Workforce Team may exercise its discretion to pay less than the full travel costs.

If you would like clarification on any of these points or have a situation that may be unusual, please contact the Rural Pharmacy Workforce Team for advice on **02 6270 1888** or email **ruralpharmacy@guild.org.au**

