



APPLICATION FOR EXPENSES AND TRAVEL TIME HONORARIUM

HOW TO SUBMIT THIS APPLICATION
This completed form with any attachments must be submitted via the secure upload tool located at: www.gov.bc.ca/submit-rural-practice-programs

Form with fields: PRACTITIONER NAME, TELEPHONE NUMBER, FUNDING APPROVAL NUMBER, ADDRESS, CITY, PROVINCE, POSTAL CODE, COMMUNITY, EMAIL ADDRESS, ARE YOU RECEIVING FUNDING FOR TRAVEL EXPENSE / TIME FROM ANY OTHER SOURCE FOR THIS VISIT?, IF YES, FROM WHERE?, PRIMARY REASON FOR THIS TRIP.

** TRAVEL TIMES AND DATES MUST BE INDICATED IN FULL **

TRAVEL DETAILS table with columns: DATE OF TRAVEL, HOME -> COMMUNITY TIME LEFT, HOME -> COMMUNITY TIME ARRIVED, COMMUNITY -> HOME TIME LEFT, COMMUNITY -> HOME TIME ARRIVED. Includes checkboxes for MAiD Travel without pharmacy and MAiD Provision that involved travel to pick-up and return drugs from/to a pharmacy.

TRAVEL REIMBURSEMENT CLAIM table with columns: Description, Amount. Rows: Air Travel, Vehicle Travel, Ferry Costs, Misc (itemized).

ACCOMMODATION section with text: According to government rates - see Accommodation Expenses on page 2. Hotel ** nights X \$ /per night.

MEALS ALLOWANCE table with columns: Meal Type, Rate, Quantity, Total. Rows: Breakfast, Lunch, Dinner, Breakfast and Lunch, Breakfast and Dinner, Lunch and Dinner, Breakfast, Lunch and Dinner, Incidentals.

FOR MSP USE ONLY table with fields: ADJ. CODE, INITIATED BY, DATE.

Return Claim forms online: www.gov.bc.ca/submit-rural-practice-programs

TOTAL EXPENSE CLAIM \$

MAiDTTAP TRAVEL EXPENSE SUMMARY

EXPENSE CLAIMS ARE FOR PHYSICIAN'S TRAVEL ONLY

Expenses must be paid directly when incurred and then claimed for reimbursement.

****NEW** ORIGINAL RECEIPTS ARE NO LONGER REQUIRED FOR THIS PROGRAM - Please submit copied receipts by Secure Document etransfer at: <https://www.health.gov.bc.ca/exforms/rural/submit.html>**

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| AIR TRAVEL EXPENSES | Air travel is to be used only where other, less expensive forms of transportation are not possible or reasonable for the particular trip. Where air travel is required, the most economical airfare shall be obtained . Travel agent fees will be accepted at a rate of 4 percent. |
| FERRY TRAVEL EXPENSES | Claims for the full cost of ferry travel will be reimbursed. Staterooms are not an allowable expense, except when required for overnight accommodation. |
| VEHICLE EXPENSES | Reimbursement will be made at 63¢ per kilometre for private vehicle mileage incurred while travelling to and from the community and while on business in the community (this includes the cost of gas). |
| RENTAL CAR EXPENSES | Reimbursement will be made for rental cars only when it is required for transportation for the specialist or family physicians to provide approved services in more than one community or when the physician is required to fly into a neighboring community due to no airport in the community where the services are to be provided. |
| TAXI EXPENSES | Taxi charges will be reimbursed for transportation within the community while on business. |
| PARKING EXPENSES | Parking charges will be reimbursed when driving a private, lease or rental vehicle. |
| ACCOMMODATION EXPENSES | Reimbursement for overnight accommodation will be paid by Rural Programs according to the approved list of accommodations offering government rates. Please refer to the web site for a listing of approved accommodations offering government rates: http://csa.pss.gov.bc.ca/businesstravel/ For a comprehensive guide to accommodation policy and procedure, please see the NITAOP Accommodation Guide . For any questions about your accommodation, please contact us before you travel at 1-888-952-2754. |
| MEAL & PER DIEM ALLOWANCE | <p>The current daily per diem of \$63.75 includes meals and an allowance of \$15 for incidental expenses. Please refer to the MAiDTTAP Application for Expenses for the applicable amount that may be claimed when you are on travel status during a mealtime. The amount for incidentals is payable for a full or partial day and it covers such expenses as gratuities, portage, and personal telephone.</p> <p>Breakfast may only be claimed when on travel status before 7:00 a.m. Dinner may only be claimed when on travel status after 6:00 p.m. Any meal provided at no cost shall not be claimed. No receipt is required to claim allowance for meals and incidentals.</p> |
| TRAVEL TIME HONORARIUM (Travel within British Columbia only) | <p>Travel time is calculated from the time the physician leaves their residence/office to the time they arrive in the community and from the time they leave the community to the time they arrive home (including travel time to pick-up and return MAiD drugs to a pharmacy, if applicable), to a maximum of \$1,500 per round trip. Travel time will be reimbursed as follows:</p> <ul style="list-style-type: none">• Less than and equal to 2.5 hours = \$250• Greater than 2.5 and equal to 4 hours = \$500• Greater than 4 and equal to 10 hours = \$1,000• Greater than 10 hours = \$1,500 (maximum) |
| EXPENSE REIMBURSEMENT | <p>All expenses should be summarized on a Claim Form, and submitted to the Ministry via the secure upload tool. Copies of receipts are required, but originals are no longer necessary. Claims must be submitted within 90 days from the date the traveling physician arrives home. Failure to submit within 90 days forfeits the travel time honorarium; if the claim remains unpaid by March 31st of the next fiscal year end, no reimbursement is eligible.</p> <p><i>For further information regarding expense reimbursement for travel please consult Rural Programs, Physician Compensation Branch, Ministry of Health, at 1-888-952-2754 or at HLTH.ruralprograms@gov.bc.ca. Please do not send your private documents via email.</i></p> |

The information on this form is collected under s.26(c) of the *Freedom of Information and Protection of Privacy Act* and will be used to place locum physicians as needed and to ensure continuous care for rural communities. If you have any questions about the collection and use of this information, please contact the Rural Practice Programs at 1-888-952-2754.