



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: LAST NAME, FIRST NAME, TELEPHONE NUMBER, MSP PRACTITIONER #, MSP PAYMENT #, ADDRESS, CITY, PROVINCE, POSTAL CODE, VISITING THE COMMUNITY(S) OF, DATE(S) OF VISIT, EMAIL ADDRESS (MANDATORY), SPECIALTY, ARE YOU RECEIVING FUNDING FOR TRAVEL EXPENSE / TIME FROM ANY OTHER SOURCE FOR THIS VISIT OR PROVIDING SERVICE UNDER THE RURAL LOCUM PROGRAMS?, IF YES, FROM WHERE?, ARE YOU SCHEDULED TO BE ON CALL?

** TRAVEL TIMES, DATES & NUMBER OF PATIENTS MUST BE INDICATED IN FULL **

Table with columns: COMMUNITIES, TOTAL PATIENTS SEEN, DATE OF TRAVEL, HOME / COMMUNITY TIME LEFT, HOME / COMMUNITY TIME ARRIVED, COMMUNITY / HOME TIME LEFT, COMMUNITY / HOME TIME ARRIVED

** Copies of receipts are required

TRAVEL REIMBURSEMENT CLAIM

Table with 2 columns: Description (Air Travel, Personal Vehicle Travel, Ferry Costs, Misc), Amount (\$)

ACCOMMODATION

According to government rates - see Accommodation Expenses on page 2

Table with 2 columns: Description (Hotel), Amount (\$)

MEALS ALLOWANCE

- Breakfast may only be claimed when on travel status before 7:00 a.m.
Lunch may only be claimed when on travel status before 12:00 p.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
If no meal is claimed, you may claim \$15.00 for incidentals

Table with 4 columns: Meal Type, Rate, Status (X), Amount (\$)

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

Please return expense claim forms and copies of applicable receipts online at:

www.gov.bc.ca/submit-rural-practice-programs

NITAOP 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: www.gov.bc.ca/submit-rural-practice-programs.

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. **Copies of receipts are required.**

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. **Copies of receipts are required.**

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 medicine 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. **Copies of receipts are required.**

TAXI EXPENSES

Taxi charges will be reimbursed for transportation within the community while on business. **Copies of receipts are required.**

PARKING EXPENSES

Parking charges will be reimbursed when driving a private, lease or rental vehicle. **Copies of receipts are required.**

ACCOMMODATION EXPENSES

Reimbursement for overnight accommodation will be paid in accordance with 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 or HLTH.RuralPrograms@gov.bc.ca. **Copies of receipts are required.**

MEAL & PER DIEM ALLOWANCE

The current daily per diem of \$63.75 includes meals and an allowance of \$15 for incidental expenses. Please refer to the NITAOP 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.

Breakfast may only be claimed when on travel status before 7:00 a.m.

Lunch may only be claimed when on travel status before 12:00 p.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.

TRAVEL TIME HONORARIUM (Travel within British Columbia only)

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, to a maximum of \$1,500 per return trip. Travel time will be reimbursed as follows:

- 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

All expenses should be summarized on a NITAOP Application for Expense form, and submitted via the secure upload tool, along with copies of receipts. **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.

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.