

**• THIS FORM MUST BE COMPLETED IN FULL •**

LOCUM FULL NAME (FIRST, LAST)		MSP PRACTITIONER #	MSP PAYMENT #
LOCUM TELEPHONE NUMBER (INCLUDE AREA CODE)	LOCUM EMAIL ADDRESS		
LOCUM ASSIGNMENT FOR COMMUNITY OF	HOST PHYSICIAN FULL NAME (FIRST, LAST)		

LOCUM DATES					
FROM	TO				
YYYY MM DD	YYYY MM DD				

TRAVEL TIME, FOR PAYMENT OF MEAL ALLOWANCE (Please complete in detail)					
DATE	OUTBOUND - TRAVEL FROM HOME	DEPARTURE TIME	TO COMMUNITY	ARRIVAL TIME	TOTAL HOURS
DATE	INBOUND - TRAVEL FROM COMMUNITY	DEPARTURE TIME	TO HOME	ARRIVAL TIME	TOTAL HOURS

*Travel expense for only one return trip will be reimbursed per locum assignment. See page 2 for full description of eligible expenses.*

**TRAVEL REIMBURSEMENT CLAIM WITHIN BC ONLY (\*Original receipts are required)**

Air Travel *	\$
Personal Vehicle Travel _____ km X 53¢ per km (includes cost of gas)	\$
Ferry Travel *	\$
Car Rental *	\$
Misc. (Itemized; e.g. Parking, Taxi) *	\$
_____	\$
_____	\$

**ACCOMMODATION** (according to government rates - see Accommodation Expenses on page 2)

Hotel * _____ nights X \$ _____ /per night	\$
Other Accommodation * _____ nights X \$ _____ /per night	\$

**MEALS ALLOWANCE**

- Breakfast may be claimed when on travel status before 7:00 a.m.
- Lunch may be claimed when on travel status before 12:00 p.m.
- Dinner may 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 \$14.00 for incidentals.

Breakfast	\$22.00	\$
Lunch	\$22.00	\$
Dinner	\$28.50	\$
Breakfast and Lunch	\$30.00	\$
Breakfast and Dinner	\$36.50	\$
Lunch and Dinner	\$36.50	\$
Breakfast, Lunch and Dinner	\$49.00	\$
Incidentals (only if no meals)	\$14.00	\$

**TOTAL EXPENSE CLAIM** \$

FOR RGPLP USE ONLY	
ADJ. CODE	\$
ADJ. CODE	\$
INITIATED BY	
DATE	
VERIFIED BY	
DATE	
COMPLETED BY	
DATE	

Locums for Rural BC administers the Rural Locum Programs on behalf of the Ministry of Health and Doctors of BC.

**Please mail or fax applications to:**  
 200 - 1333 West Broadway, Vancouver BC V6H 4C6  
 Phone: 1 877 357-4757 **Fax: 1 877 387-4757**

# RURAL GP LOCUM PROGRAM TRAVEL EXPENSE SUMMARY

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

**Expenses are eligible for reimbursement  
for only one return trip within the province of BC per locum assignment.**

**Expense claims are for locum travel only.**

## **ORIGINAL RECEIPTS MUST BE SUBMITTED, WHERE REQUIRED.**

<b>AIR TRAVEL EXPENSES</b>	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. <b>Original Receipts Are Required.</b>
<b>FERRY TRAVEL EXPENSES</b>	Claims for the full cost of ferry travel will be reimbursed. Staterooms are not an allowable expense, except when required for overnight accommodation. <b>Original Receipts Are Required.</b>
<b>VEHICLE TRAVEL EXPENSES</b>	Reimbursement will be made at 53¢ per kilometre for private vehicle mileage incurred when providing locum services in an A or B community. <b>Reimbursement when providing locum service in a D or C community will be made only when travelling to and from the community.</b>
<b>RENTAL CAR EXPENSES</b>	Locum assignments will be reimbursed for rental cars only when providing locum services in an A or B community. Reimbursement when providing locum service in a D or C community will be made only when travelling to and from the community. For a listing of RSA - A, B, C and D communities please refer to the rural website at: <a href="https://www2.gov.bc.ca/assets/gov/health/practitioner-pro/rp_points.pdf">https://www2.gov.bc.ca/assets/gov/health/practitioner-pro/rp_points.pdf</a> . <b>Original Receipts Are Required.</b>
<b>PARKING EXPENSES</b>	Parking charges while traveling will be reimbursed when driving a private, lease or rental vehicle. <b>Original Receipts Are Required.</b>
<b>BUSINESS TELEPHONE CALLS</b>	The cost of business-related telephone calls incurred while travelling will be reimbursed. <b>Original receipts are required</b> (e.g. Charges on hotel bills, home/business telephone bills, etc.). Personal telephone calls will <b>not</b> be separately reimbursed since an allowance for them is included in the per diem entitlement.
<b>ACCOMMODATION EXPENSES</b>	Reimbursement for accommodations while providing locum coverage in the community will be paid under the Rural Locum Program for A and B communities only. C and D communities will be reimbursed only while travelling to and from the locum community. Reimbursement will be made 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: <a href="http://csa.pss.gov.bc.ca/businesstravel/">http://csa.pss.gov.bc.ca/businesstravel/</a> <b>Original Receipts Are Required.</b>
<b>MEAL &amp; PER DIEM ALLOWANCE</b>	<p>The current daily per diem of \$49.00 includes meals and an allowance of \$14.00 for incidental expenses. Please refer to the RGPLP Application for Expenses for 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. 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.</p>
<b>TRAVEL TIME ALLOWANCE</b>	<p>Travel time is calculated from the time the physician leaves his/her residence/office to the time he/she arrives in the community and from the time he/she leaves the community to the time he/she returns home, to a maximum of \$600.00 per return trip. Travel time while in the community will not be reimbursed by the program. Travel time will be reimbursed as follows:</p> <p>Less than 1 hour - \$50.00 1 to 4 hours - \$300.00 over 4 hours - \$600.00 (maximum)</p>
<b>EXPENSE REIMBURSEMENT</b>	All expenses should be summarized on a Claim Form, and submitted to the Locums for Rural BC office, along with all original receipts. Claims must be submitted within 90 days from the completion of the assignment date.

***For further information in regard to expense reimbursement for travel  
please consult the Locums for Rural BC office at 1 877 357-4757.***