Ministry of Health | doctors of bc | Locums for Rural BC

RURAL SPECIALIST LOCUM PROGRAM
APPLICATION FOR EXPENSES

• 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)
SPECIALTY	◯ OFFICE BASED ASSIGNMENT ◯ HOSPITAL-BASED ASSIGNMENT

LOCUM DATES

FROM YYYY MM DD	TO 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.

Original receipts are NOT required

Air Travel	$
Personal Vehicle Travel _____ km X 65¢ 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 $15.00 for incidentals.

Breakfast	$26.50	$
Lunch	$26.50	$
Dinner	$36.50	$
Breakfast and Lunch	$38.25	$
Breakfast and Dinner	$48.25	$
Lunch and Dinner	$48.25	$
Breakfast, Lunch and Dinner	$65.75	$
Incidentals (only if no meals)	$15.00	$

TOTAL EXPENSE CLAIM $

FOR RSLP 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 Joint Standing Committee on Rural Issues (JSC).

Please login to your LRBC account to complete all financial forms and upload required receipts:
https://www.locumsruralbc.ca/
If you require assistance, phone 1 877 357-4757

The information on this form is collected under s.26(c) & (e) 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. The Ministry of Health is collecting this information for the purposes of administering and evaluating the program. If you have any questions about the collection and use of this information, please contact Locums for Rural BC at 1-877-357-4757.

HLTH 2868 REV. 2026/01/22

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RURAL SPECIALIST 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.
For a difficult to recruit locum assignment, travel originating outside of BC may be reimbursed up to $1,000.
Expense claims are for locum travel only.

PROOF OF PAYMENT MUST BE SUBMITTED IN THE FORM OF SCANNED OR FAXED RECEIPTS, WHERE REQUIRED.

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 TRAVEL EXPENSES

Reimbursement will be made at 65¢ per kilometre for private vehicle mileage incurred when providing locum services in an A or B community. **Reimbursement when providing locum service in a C or D community will be made only when travelling to and from the community.**

RENTAL CAR EXPENSES

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 C or D 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: https://www2.gov.bc.ca/assets/gov/health/practitioner-pro/rrp_points.pdf.

PARKING EXPENSES

Parking charges while traveling will be reimbursed when driving a private, lease or rental vehicle.

ACCOMMODATION EXPENSES

Reimbursement for accommodations while providing locum coverage in the community will be paid under the RSLP for A and B communities only. C or 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: http://csa.pss.gov.bc.ca/businesstravel/

MEAL & PER DIEM ALLOWANCE

The current daily per diem of $65.75 includes meals and an allowance of $15 for incidental expenses. Please refer to the RSLP 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, porterage, 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 summarize on a Claim Form, and submitted to the Locums for Rural BC office, along with all applicable 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.

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