



THIS FORM MUST BE COMPLETED IN FULL

Form with fields: NAME, MSP PRACTITIONER #, MSP PAYMENT #, LOCUM TELEPHONE NUMBER, LOCUM EMAIL ADDRESS, LOCUM ASSIGNMENT FOR COMMUNITY OF, PHYSICIAN

LOCUM ASSIGNMENT DATES table with FROM (YYYY MM DD) and TO (YYYY MM DD) columns

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

TRAVEL TIME table with columns: TRAVEL FROM HOME OR WHICH COMMUNITY, TIME LEFT, TIME ARRIVED, TRAVEL TO HOME OR WHICH COMMUNITY, TIME LEFT, TIME ARRIVED, TOTAL HOURS. Includes 'As per contract' header.

Travel expenses for only one return trip will be reimbursed per locum assignment.

TRAVEL REIMBURSEMENT CLAIM WITHIN B.C. ONLY

** Original receipts are required

Table for travel reimbursement: Air Travel, Vehicle Travel (# of km X 53¢), Ferry Costs, Misc (itemized)

ACCOMMODATION

According to government rates - see Accommodation Expenses on page 2

Table for accommodation: Hotel (nights X \$ /per night)

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 \$14.00 for incidentals

Table for meals allowance: 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 MSP USE ONLY form with fields: ADJ. CODE, INITIATED BY, DATE, VERIFIED BY, DATE, APPROVED BY (SPENDING AUTHORITY), DATE, COMPLETED BY, DATE

Send Application to: Rural Locum Programs, Health Match BC, 200 - 1333 W. Broadway, Vancouver BC V6H 4C6, Phone: 877 357-4757, Fax: 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.

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. Original 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. Original Receipts Are Required.
VEHICLE EXPENSES	Effective April 1, 2016 reimbursement will be made at 53¢ per kilometre for private vehicle mileage incurred while travelling to and from the community. Mileage while on business in the community is not reimbursed under the Rural GP Locum Program.
RENTAL CAR EXPENSES	Effective April 1, 2016 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 http://www2.gov.bc.ca/gov/content/health/practitioner-professional-resources/physician-compensation/rural-practice-programs/rural-practice-subsidiary-agreement . Original Receipts Are Required.
PARKING EXPENSES	Parking charges while travelling will be reimbursed when driving a private, lease or rental vehicle. Original Receipts Are Required.
BUSINESS TELEPHONE CALLS	The cost of business-related telephone calls incurred while travelling will be reimbursed. Original receipts are required (e.g. Charges on hotel bills, home/business telephone bills, etc.). Personal telephone calls will not be separately reimbursed since an allowance for them is included in the per diem entitlement.
ACCOMMODATION EXPENSES	Effective April 1, 2016 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: http://csa.pss.gov.bc.ca/businesstravel/ Original Receipts Are Required.
MEAL & PER DIEM ALLOWANCE	<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>
TRAVEL TIME ALLOWANCE	<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> <ul style="list-style-type: none">Less than 1 hour - \$50.001 to 4 hours - \$300.00over 4 hours - \$600.00 (maximum)
EXPENSE REIMBURSEMENT	All expenses should be summarized on a Claim Form, and submitted to your Ministry contact person, along with all original receipts. Claims must be submitted prior to April 30 for the previous fiscal year.

**For further information in regard to expense reimbursement for travel
please consult the Rural GP Locum Program at 877 357-4757.**