

Northern Health Specialist Services Committee Travel Reimbursement Payment Policy

It is the intention of Northern Health and the Specialist Services Committee for physicians leading or partaking in QI work to be reimbursed for reasonable expenses incurred while travelling. Please ensure your [Sessional Payment and Expense Form](#) is submitted along with all supporting documentation within three (3) months of the session date. Claims that do not follow the guidelines outlined below will not be processed. Completed forms must be submitted in PDF format by email to physicianqi@northernhealth.ca

Travel Expenses

Air Travel

- Travel expenses will be reimbursed for the most expeditious route of travel (economy flights only, upgrades such as more than one checked bag, seat selection, use of airport/hotel lounge, and flight insurance to be paid by traveler)
- Flight cancellation insurance is not to be purchased. The less expensive option in most cases is to pay airline change fees when travel plans are altered. If the lowest fare does not allow flight changes or cancellations, the next fare is allowable if a change is conceivable.

Vehicles and Mileage

- When a person chooses to use their own vehicle for long trips as an alternative to air travel, mileage shall be reimbursed at the current rate to a maximum of the equivalent airfare (at the lowest available fare one (1) month prior to the event).
- Persons are to use the most economical form of transportation available during business travel e.g. renting a vehicle if the cost is less than taking taxis or ride sharing alternatives (Uber, Lyft, Uride etc.) during a business trip.
- Taxis will be reimbursed in addition to airfare when required.
- Car rentals must be pre-approved.
- Parking costs will be reimbursed.
- Vehicle expenses will be reimbursed at \$ 0.63/kilometer for private vehicle mileage incurred.
- Reimbursement will be made where one-way travel from the claimant's personal residence exceeds 50 km.

Travel time

- Travel time will be paid at the current sessional rate during regular clinic hours using the most expeditious route of travel if applicable.

Meals

- Where a meal is provided without charge, no claim for that meal can be made.
- Breakfasts, lunch and/or dinner expenses while attending the event, or spent on travel to and from the event, are eligible for reimbursement when a legible itemized receipt is submitted with the claim. Meal expenses are capped at \$100 per day.
- Alcoholic beverages are non-eligible for reimbursement and should be listed on a separate bill.

Accommodations

- All accommodation claims must include a hotel invoice/receipt with the claim form.
- A maximum of \$220 per night (including tax) is available for accommodation from October 2 to April 30 inclusive. Between May 1 and October 1 inclusive, a summer rate of \$280 (including tax) will be reimbursed.
- If provided, accommodation should be booked via the hotel room block link shared by the event host.
- Travelers should select lodgings that offer BC Government approved rates.
[Northern Health Staff Deals](#)
[Doctors of BC ClubMD](#)
- Accommodation expenses are not an eligible expense where the conference or meeting is less than 50km from the claimant's personal residence.