

**• 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		<input type="radio"/> OFFICE BASED ASSIGNMENT <input type="radio"/> 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.

**Effective May 2/18: Original receipts are NOT required**

Air Travel	\$
Personal Vehicle Travel _____ km X 55¢ 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 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 Ministry of Health and Doctors of BC.

**Please fax all financial forms and receipts to Locums for Rural BC office. Original receipts no longer required to be mailed.**

**Fax: 1 877 387-4757**  
Phone: 1 877 357-4757

# 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 \$1000.**

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

**PROOF OF PAYMENT MUST BE SUBMITTED IN THE FORM OF SCANNED OR FAXED RECEIPTS, 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>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>VEHICLE TRAVEL EXPENSES</b>	Reimbursement will be made at 55¢ 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/rrp_points.pdf">https://www2.gov.bc.ca/assets/gov/health/practitioner-pro/rrp_points.pdf</a> .
<b>PARKING EXPENSES</b>	Parking charges while traveling will be reimbursed when driving a private, lease or rental vehicle.
<b>BUSINESS TELEPHONE CALLS</b>	The cost of business-related telephone calls incurred while travelling will be reimbursed. (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>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 RGPALP 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 \$1500.00 per return trip. Travel time will be reimbursed as follows:</p> <ul style="list-style-type: none"><li>Less than and equal to 2.5 hours = \$250.00</li><li>Greater than 2.5 and equal to 4 hours = \$500.00</li><li>Greater than 4 and equal to 10 hours = \$1000.00</li><li>Greater than 10 hours = \$1500.00 (maximum)</li></ul>
<b>EXPENSE REIMBURSEMENT</b>	All expenses should be summarized on a Claim Form, and submitted to submitted to the Locums for Rural BC office , along with all receipts. Claims must be submitted <b>within 90 days from the completion of the assignment date.</b>

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