

**Pacific Northwest Division of Family Practice**  
**Interim Locum Travel and Accommodation Support Program**  
**Locum Expenses Supports**  
**Effective June 2, 2022**

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Upon pre- approval of the Executive Director, Pacific Northwest Division of Family Practice, the following expenses are able to be reimbursed through the Interim Locum Travel and Accommodation Support Grant.

**1. Airfare**

Airfare for Physician Locums must be arranged using the most economical airfare, considering operational requirements and options that mitigate the production of greenhouse gases. Airfare is booked by the Locum Physician and reimbursed by the Pacific Northwest Division of Family Practice.

**2. Accommodations**

Accommodations in Pacific Northwest communities will be reimbursed in accordance with the approved list of accommodations offering government rates. The list of approved accommodations is available at: <http://csa.pss.gov.bc.ca/businesstravel/>. Accommodations are booked by the Locum Physician and reimbursed by the Pacific Northwest Division of Family Practice.

Where a government approved accommodation is available and a physician chooses to stay in a non-government approved accommodation, a rate up to the maximum of an approved accommodation in the community will be paid.

If there is no approved accommodations in the community, payment will be made up to \$120 per night upon submission of a receipt.

Exceptions will be considered on a case-by-case basis in advance of the Locum assignment.

Private accommodations in Pacific Northwest communities will be reimbursed as follows:

- Staying at a friend/relative's house, a nightly rate of \$30 per night will be paid (no receipt required)
- Staying at a home owned by the locum physician (not their principal residence), a rate of \$30 per night will be paid (no receipt required)
- Staying at accommodation owned by the local physicians, clinic, health care society, etc., a rate of 50% of the approved hotel accommodation in the community will be paid. If there is no approved accommodation in the community then ½ of the \$120 per night will be paid (see above). A receipt signed by the owner of the accommodation must be submitted.
- Staying at a non-licensed accommodation such as an Air B & B, Bed and Breakfast, etc., payment will be made up to ½ of the maximum allowable per

night in the community. If there is no approved accommodation in the community then 50% of the \$120 per night (see above) will be paid. A receipt signed by the owner of the accommodation must be submitted.

- If the accommodation is not located in the same community as where the services are being provided, prior approval must be sought.
- Kitchens: For locum assignments a minimum of 5 days in length, an additional \$20 per night may be paid for accommodation with a kitchen. The \$20 is in addition to the above noted rates.

### **3. Car Rentals:**

In Pacific Northwest Division of Family Practice communities, economy car rental expenses will be reimbursed where it is necessary for a locum physician to rent a vehicle. Normally an economy car will be covered except in the case of bad road conditions where it may be necessary to rent a 4 wheel drive or car with good winter tires.

### **4. Travel from home or other location:**

Locums will be paid for the travel expenses incurred to travel to and from the community either from/to their registered home location or any BC location that is closer or more economical.

Mileage reimbursement will follow the RGPLP reimbursement rate of 55 cents per km.

### **5. Travel from areas outside of Canada:**

- Prior approval must be sought, please correspond with [tkutenics@pnwdivisionbc.ca](mailto:tkutenics@pnwdivisionbc.ca) or [cenns@pnwdivisionbc.ca](mailto:cenns@pnwdivisionbc.ca) for assistance.