

## Child & Youth Mental Health and Substance Use CoP Engagement Event - Travel and Expense Guidelines

Sheraton Vancouver Wall Centre | November 14, 2024

The following guidelines have been created in line with the Doctors of BC reimbursement and expense policies.

### Eligibility

- Eligible physicians (non-salaried physicians and those not in HA leadership roles) are able to claim sessional hours and have their expenses reimbursed.
- Eligible non-physicians (patient partners, family/caregivers, Indigenous partners) are able to submit their travel expenses for reimbursement. Participants who receive travel compensation as part of their job responsibility are not eligible for JCC reimbursement.

### Accommodation

For those living outside of Vancouver, accommodation expenses will be reimbursed if the Sheraton Vancouver Wall Centre is more than 50km from their personal residence, return trip.

- A room block has been arranged with the Sheraton. A link to book your room is provided after registration is complete. Bookings must be made by **Monday, October 14, 2024** to ensure the group booking rate.
- If you miss the deadline at the Sheraton Vancouver Wall Centre, alternative hotel accommodation may be reimbursed to a maximum of \$410 per night.
- The night of November 13 will be covered for eligible participants. The night of November 14 may be covered if participants cannot reasonably return home at the conclusion of the event. Please contact [shared\\_care@doctorsofbc.ca](mailto:shared_care@doctorsofbc.ca) for more information.
- Additional nights, upgrades and incidentals will be covered by the individual.
- Eligible participants must include a hotel folio/receipt with their claim.

### Travel and Vehicle Expenses

Parking costs will be reimbursed for all eligible attendees for November 14, 2024.

For those living outside of Vancouver, at a distance greater than 50 km from the event, return trip:

- Vehicle mileage is reimbursed at \$0.63/km
- You are responsible to book your own travel, the most reasonable and economical route will be reimbursed (economy class air travel etc.) All upgrades must be paid for by the traveler e.g. more than 1 checked bag, seat selection, upgrades and the use of the airport/hotel lounge.

### Meals

Meals (breakfast, snack and lunch) will be provided at the event. Attendees therefore cannot submit a separate claim for these meals.

- Meals outside of event hours during travel are reimbursed up to a maximum of \$100 per day, with the following breakdown:
  - Breakfast max \$20
  - Lunch max \$30
  - Dinner max \$50
- Alcohol will not be reimbursed at any time.

### Sessional Hours

- Eligible physicians (non-salaried physicians and those not in HA leadership roles) are able to claim sessional hours for the time they are present at the event on November 14, to a **maximum of 7 hours**.
- Travel time will be paid at the sessional rate for time away from the office during clinic hours using the most expeditious route of travel. Exceptions to this policy will be given individual consideration.

### Claims Process

Claims are submitted to [shared\\_care@doctorsofbc.ca](mailto:shared_care@doctorsofbc.ca) using the provided claim form. **Itemized receipts must be attached in order for an expense to be reimbursed.**

- All claims must be submitted within **three (3) months** of the event to [shared\\_care@doctorsofbc.ca](mailto:shared_care@doctorsofbc.ca).
- Claims received after **3 months** of the event cannot be processed, except under extenuating circumstances due to medical debility or disability.

**Physicians** - Sessional claim forms will be emailed to you the week prior to the event.

**Non-Physicians** - Claim forms can be used as your invoice for reimbursement and will be emailed to you the week prior to the event.

Submit forms along with scanned copy of all receipts to [shared\\_care@doctorsofbc.ca](mailto:shared_care@doctorsofbc.ca).

<p><b>Eligibility</b></p>	<ul style="list-style-type: none"> <li>• Eligible physicians (non-salaried physicians and those not in HA leadership roles) are able to claim sessional hours and have their expenses reimbursed.</li> <li>• Eligible non-physicians (patient partners, family/caregivers, Indigenous partners)) are able to submit their travel expenses for reimbursement. Participants who receive travel compensation as part of their job responsibility are not eligible for JCC reimbursement.</li> </ul>
<p><b>Accommodation</b></p>	<p>For those living outside of Vancouver, accommodation expenses will be reimbursed if the Sheraton Wall Centre is more than 50km from their personal residence, return trip.</p> <ul style="list-style-type: none"> <li>• A room block has been arranged with the Sheraton Vancouver Wall Centre. A link to book your room is provided after registration is complete. Bookings must be made by <b>October 14, 2024</b> to ensure the group booking rate.</li> <li>• If you miss the deadline at the Sheraton Vancouver Wall Centre, alternative hotel accommodation may be reimbursed to a maximum of \$410 per night.</li> <li>• The night of November 13 will be covered for eligible participants. The night of November 14 may be covered if participants cannot reasonably return home at the conclusion of the event. Please contact <a href="mailto:shared_care@doctorsofbc.ca">shared_care@doctorsofbc.ca</a> for more information.</li> <li>• Additional nights, upgrades and incidentals will be covered by the individual.</li> <li>• Eligible participants must include a hotel folio/receipt with their claim.</li> </ul>
<p><b>Travel and Vehicle Expenses</b></p>	<p>Parking costs will be reimbursed for all eligible attendees for November 14, 2024.</p> <p>For those living outside of Vancouver, at a distance greater than 50 km from the event, return trip:</p> <ul style="list-style-type: none"> <li>• Vehicle mileage is reimbursed at \$0.63 /km</li> <li>• You are responsible to book your own travel, the most reasonable and economical route will be reimbursed (economy class air travel etc.) All upgrades must be paid by the traveler e.g. more than 1 checked bag, seat selection, upgrades and the use of the airport/hotel lounge.</li> </ul>
<p><b>Meals</b></p>	<p>Meals (breakfast, snack and lunch) will be provided at the event. Attendees therefore cannot submit a separate claim for these meals.</p> <ul style="list-style-type: none"> <li>• Meals outside of event hours during travel are reimbursed up to a maximum of \$100 per day (breakfast \$20/ day, lunch \$30/day, dinner \$50/day)</li> <li>• Breakfasts, Lunch and/or Dinner per diem while attending the event, or spent on travel to and from the event, are eligible for reimbursement at the rate listed above. No receipt is required. The meal per diem should not be used to purchase alcohol.</li> <li>• Alcohol will not be reimbursed at any time.</li> </ul>
<p><b>Sessional</b></p>	<p>Eligible physicians (non-salaried physicians and those not in HA leadership roles) are able to claim sessional hours for the time they are present at the event on November 14, to a <b>maximum of 7 hours.</b></p>
<p><b>Process</b></p>	<p>Claims are submitted to <a href="mailto:shared_care@doctorsofbc.ca">shared_care@doctorsofbc.ca</a> using the provided claim form. <b>Itemized receipts must be attached in order for an expense to be reimbursed.</b></p>

	<ul style="list-style-type: none"> <li>All claims must be submitted within three (3) months of the event to <a href="mailto:shared_care@doctorsofbc.ca">shared_care@doctorsofbc.ca</a>.</li> <li>Claims received after 3 months of the event cannot be processed, except under extenuating circumstances due to medical debility or disability.</li> </ul>	
	<p><b><u>Physicians</u></b>            Sessional claim forms will be emailed to you the week prior to the event.</p>	<p><b><u>Non-Physicians (Interprofessionals)</u></b>            Claim forms can be used as your invoice for reimbursement and will be emailed to you the week prior to the event.</p>