

Tuition and Expense Claim form

For submission by physicians who have completed leadership training sponsored by the Specialist Services Committee or Shared Care Committee. Please read the accompanying policy information prior to completing this form.

DEADLINE: Claim form must be submitted within three (3) months of the last course date. Late claims will not be processed.

Personal Information	Program Information
MSP#: _____ <input type="checkbox"/> FP <input type="checkbox"/> SP	Program: _____
Last name: _____	Location: _____
First name: _____	Start Date MMDDYYYY: _____
Address: _____	End Date MMDDYYYY: _____
City: _____	Proof of complete attached <input type="checkbox"/> Yes <input type="checkbox"/> No
Province: _____ Postal Code: _____	

EXPENSES <i>(Itemized receipts required)</i>	Total Amount	For Office Use Only		
		GST	Amount	Account Codes
Tuition				
Airfare				
Transit/Ferry				
Taxi				
Parking				
Auto @ \$.55 per km (if return travel exceeds 50km)				
Car Rental				
Accommodation (max. \$300 per night)				
Meals				
Miscellaneous Expenses:		Total:		
TOTAL EXPENSES CLAIMED				

Finance
Date: _____

Claimant's Signature

Doctors of BC Authorized Signatory

The Shared Care Committee (“SCC”), and the Specialist Services Committee (“SSC”), offer scholarships for physicians for successful completion of leadership and quality improvement training. Interested physicians should complete the online **application form**. Applications are reviewed by the Program Coordinator, and approved by the Leadership Scholarship Subcommittee. Questions concerning the program may be directed to JCC Leadership Training at JCctraining@doctorsofbc.ca.

Scholarship program policies:

1. Physicians may apply for leadership and quality improvement training courses or conferences up to a maximum of \$10,000 CAD per fiscal year, per physician to cover eligible expenses. Only one claim can be made per course, even if the course spans multiple fiscal years. Reimbursement will be made in the fiscal year when the training is completed.
2. The Expense Claim Form must be completed fully in order to be processed.
3. Expense Claim Forms must be submitted along with all supporting documentation within **three (3) months** of the last course date to JCC Leadership Training at JCctraining@doctorsofbc.ca.
4. Expenses are only paid via electronic funds:
Please login to www.doctorsofbc.ca, click on “My Details”, then on the left menu click on "Bank Accounts". Add your banking details and link to Honorarium Payment and Honorarium Expense Payments. If you run into any problems, please contact Doctors of BC at 604-638-5262.
5. Eligible expenses are limited to the following and **must be accompanied by an itemized receipt**. When claiming expenses in currencies other than CAD, please include a credit card statement showing the exchange rates.
 - a. Tuition and course materials.
 - b. Meals as per section 6 of this policy.
 - c. Accommodation will be reimbursed as per section 7 of this policy.
 - d. Lowest reasonable costs for travel as per section 8 of this policy.
 - e. If there are any other extenuating circumstances that are likely to incur additional expenses, approval should be sought prior to the event (e.g. limited flight schedule from a remote location).
6. Claiming Meals:
 - a. Where a meal is provided without charge, no claim for that meal can be made. Breakfast, Lunch and/or Dinner expenses while attending the training event, or spent on travel to and from the training event, are eligible for reimbursement when a **legible itemized receipt** is submitted with the claim. If a conference or course venue provides Breakfast/Lunch, no reimbursement will be made. Meals can be claimed up to one day before and one day after the course start/end date.
 - b. **Only the physician scholarship recipient will be reimbursed for meals. All meal expenses must include an itemized receipt (cost breakdown)** when the claim is submitted. Please note that restaurant debit/credit receipts, hotel bills and bank statements are not considered itemized receipts.
 - c. Meals are reimbursed up to a maximum of \$100 CAD per day. If partial meals are covered, a maximum of \$50 CAD will be reimbursed. The following maximums are allocated for each partial meal:
Breakfast - \$20 CAD ; Lunch - \$30 CAD; Dinner - \$50 CAD
 - d. Alcohol is not eligible for reimbursement.

7. Accommodation:

- a. All accommodation claims must include a cost breakdown/receipt with the claim form. Room upgrades are not eligible for reimbursement.
- b. A maximum of \$300 CAD per night including GST is available for accommodation from October - April inclusive. Between the months of May - September inclusive, a summer rate of \$350 CAD including GST will be reimbursed.
 - i. In the event the conference organizer has negotiated conference preferred room rates and these costs exceed the current maximum set by Doctors of BC, the full hotel cost will be reimbursed. However, if you *choose* to stay at an alternate, more expensive hotel, the DoBC policy of reimbursement to the maximum of \$300 /350 CAD (inclusive of fees and taxes) will be provided.
 - ii. In the event the conference hotel is sold out, the physician will be reimbursed the conference hotel room-rate only for substitute options.
 - iii. If a course or conference falls across two rates, the nights will be capped accordingly.
- c. Accommodation expenses are not an eligible expense where the conference or meeting is fewer than 50km from the claimant's personal residence.

8. Travel and Vehicle Expenses:

- a. Travel expenses will be reimbursed for the most expeditious route of travel, economy flights only. There will be NO reimbursement for:
 - i. Flight upgrades and baggage exceeding one item.
 - ii. Seat selection (unless there is a medical reason).
 - iii. Travel insurance
 - iv. Airport lounges
- b. Taxis to and from the airport/course location will be reimbursed, in addition to airfare when required.
- c. Car rentals will be reimbursed for economy cars only where appropriate. If the claimant is staying at the conference hotel a rental car will not be reimbursed.
- d. Economical parking costs and toll fees will be reimbursed where a receipt is provided. Valet parking is ineligible.
- e. Vehicle expenses will be reimbursed at \$.55/kilometer for private vehicle mileage incurred.
- f. Reimbursement will be made where return travel from the claimant's personal residence exceeds 25km.

9. No honorarium or sessional will be paid for participating in a conference or course, nor for time away from practice or overhead expenses.

10. Attendance/successful completion of training course:

- a. Physicians unable to attend an approved training event will notify the Program coordinator to cancel the application or extend the application to another training date.
- b. If the physician has abandoned the training event, reimbursement of tuition and expenses are not eligible.

11. Proof of Completion:

- a. Physicians must provide a proof of completion (certificate or transcript) to be eligible for reimbursement.