

# JCC Physician Leadership Scholarship Expense Form and Policy

This form is for submission by physicians who have completed a course/conference funded through the JCC Physician Leadership Scholarship Program. Please see accompanying policy information prior to completing this form.

**Deadline: Claims must be submitted within three (3) months of the session date to be eligible for payment.**

Personal Information	Program Information
MSP#: _____ Specialist <input type="checkbox"/> Family Practitioner <input type="checkbox"/>  Last Name: _____ First Name: _____ Address: _____ City: _____ Province: _____ Postal Code: _____	Program: _____ Location: _____ Start Date: MM: _____ DD: _____ YYYY: _____ End Date: MM: _____ DD: _____ YYYY: _____ Proof of completion attached: <input type="checkbox"/> Yes <input type="checkbox"/> No

Expenses (as applicable)	
	Total Amount
Tuition	
Airfare	
Car Rental	
Taxi	
Parking	
Mileage _____ kms @ 0.61/km (>50km round trip)	
Accommodation (max \$410/night or \$550 during summer)	
Meals	
<i>Miscellaneous Expenses:</i>	
<b>Total Expenses Claimed</b>	<b>\$</b>

**For Office Use Only**

Account Code:

**Claimant Return to Email Address:**

Claimant's Signature: \_\_\_\_\_ Doctors of BC Authorized Signature: \_\_\_\_\_

Please submit completed forms to [JCCtraining@doctorsofbc.ca](mailto:JCCtraining@doctorsofbc.ca).

## General Information

1. 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 Form must be submitted along with all supporting documentation within **three (3) months** of the session date. Late claims cannot be processed unless under extenuating circumstances.
3. The form must be completed in full to be processed and emailed to [JCCtraining@doctorsofbc.ca](mailto:JCCtraining@doctorsofbc.ca) (e-scans accepted).
4. Expenses are paid via Electronic Funds Transfer (EFT): Please login to [www.doctorsofbc.ca](http://www.doctorsofbc.ca), click 'Account Login' > 'My Details' > 'Bank Accounts' to confirm your banking information.

## Eligible Expenses

1. Eligible expenses are limited to the following, where appropriate, and **must be accompanied by an itemized receipt**.
2. When claiming expenses in currencies other than CAD, please include a credit card statement showing the exchange rates. As an alternate, please provide the bank of Canada rate for the date of purchase.
3. 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).

### Meals

- a. Only the physician scholarship recipient will be reimbursed for meals.
- b. Where a meal is provided without charge, no claim for that meal can be made. All meal expenses must include an itemized receipt (cost breakdown) when the claim is submitted.
- c. Breakfasts, Lunch and/or Dinner expenses while attending the event, or spent on travel to and from the event, are eligible for reimbursement to a maximum of \$100 per day when a legible itemized receipt is submitted.
- d. All submitted meal expenses must include an itemized receipt. Please note that restaurant debit/credit receipts, hotel bills and bank statements are not considered itemized receipts. If ordering room service, an itemized receipt must be requested, as this will not be automatically provided on the hotel bill statement.
- e. Alcohol is not eligible for reimbursement and should be listed on a separate bill.

### Accommodation

- a. All accommodation claims must include a hotel folio/receipt with the claim form.
- b. A maximum of \$410 CAD 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 \$550 CAD (including tax) will be reimbursed.
- c. Accommodation expenses are not an eligible expense where the conference or meeting is fewer than 50km from the claimant's personal residence.

### Travel and Vehicle Expense

- a. Reimbursement will be made for travel over 50km return trip.
- b. Travel expenses will be reimbursed for the most expeditious route of travel (economy flights only, upgrades to be paid by traveler).
- c. There will be NO reimbursement for: flight upgrades, baggage exceeding one item, seat selection (unless there is a medical reason), travel insurance, or airport lounges.
- d. Taxis to and from the airport/course location will be reimbursed, in addition to airfare when required.
- e. 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.
- f. Economical parking costs and toll fees will be reimbursed where a receipt is provided. Valet parking is eligible when it is the only available option.
- g. Vehicle expenses will be reimbursed at the current rate (\$0.61/km) for private vehicle mileage incurred.

## Proof of Completion

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