



Leadership and EDI Workshop - June 10, 2023 Travel and Expense Guidelines

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

Accommodations	<p>For those living outside of Vancouver at a distance greater than 50 km (one way):</p> <ul style="list-style-type: none"> We have a room block arranged with the Westin Wall Centre, Vancouver Airport. For reservations using our group rates, call 604-303-6565 or Book Online. If reserving by phone, be sure to mention the "Equity Diversity and Inclusion in Health Care" group rate. SSC will cover the room fee, but you will be asked to provide credit card information for incidentals. Please email Specialist Services Committee BC sscbc@doctorsofbc.ca if you have any questions. Bookings must be made by May 15th, 2023, to ensure the group booking rate. <u>If you miss the deadline at the Westin Wall Centre Vancouver Airport, \$350 per night (tax inclusive) is the maximum amount that can be reimbursed for alternate hotel accommodation.</u> The night of May 9th will be covered. If participants require 2 nights' accommodation due to travel needs, contact sscbc@doctorsofbc.ca for more information. Additional nights, upgrades and incidentals will be covered by the individual.
Transportation	<p>Parking costs will be covered for all attendees on June 10th, 2023. Parking instructions will be shared via email one week before the event.</p> <p>For physicians living outside of Vancouver at a distance greater than 50 km (one way):</p> <ul style="list-style-type: none"> Vehicle mileage is reimbursed at \$0.57/km You are responsible to book your own travel, the most economical and expeditious way of travel will be reimbursed (economy class air travel, etc.) 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 air fare shall be obtained. <p>*Additional air travel expenses will not be reimbursed. Examples: more than one checked bag, seat selection fees, upgrades, and the use of the airport/hotel lounge.</p>
Meals	<p>Meals (breakfast and lunch) will be provided during the event.</p> <p>Meals outside of meeting hours are reimbursed up to a maximum per meal of:</p> <ul style="list-style-type: none"> Breakfast max \$20; Lunch max \$30; Dinner max \$50 Alcohol will not be reimbursed at any time. <p><i>Itemized receipts must be provided for all meal claims.</i></p>
Sessional	<p>Eligible physicians (those without HA leadership roles, and non-salaried physicians) can claim sessional hours for the time they are present at the Leadership and EDI Workshop - June 10, 2023 (6 hrs. max).</p>
Process	<p>All receipts must be provided and be itemized for expense reimbursement (including itemized receipts for meals). Claims must be submitted by August 4th, 2023.</p> <p>Physicians</p> <p>A link to the sessional form will be emailed to you after the event.</p> <ul style="list-style-type: none"> Attach all itemized expense receipts. Note the number of kms on the form if eligible. Submit signed form along with scanned copy of all receipts.

Please do not hesitate to ask if you have any questions about eligible expenses prior to submitting your form to ensure quick processing. If you have any questions, please do not hesitate to reach out to a member of the [Specialist Services team](#)