



Specialists Symposium April 27, 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 Bayshore Vancouver. For reservations using our group rates, call 1-888-236-2427, or book online. If reserving by phone, be sure to mention the "Doctors of BC Specialists Symposium" group rate. SSC will cover the room fee, but you will be asked to provide credit card information for incidentals. Please email the Specialist Services Committee if you have any questions. Bookings using the group rate must be made by March 24th, 2023 If you miss the deadline at the Westin Bayshore Vancouver, a maximum of \$300 per night will be reimbursed for alternate hotel accommodation. The night of April 26th 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 April 27th, 2023.</p> <p>For those 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><i>*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.</i></p>		
Meals	<p>Meals (breakfast and lunch) will be provided during the Symposium.</p> <p>Meals outside of the Symposium 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) are able to claim sessional hours for the time they are present at the Specialist Symposium on April 27th (8 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 July 20th to sscbc@doctorsofbc.ca</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>Physicians</p> <p>Sessional/Expense claim forms will be emailed to you the week prior to the Symposium.</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 to sscbc@doctorsofbc.ca </td> <td style="width: 50%; vertical-align: top;"> <p>Non-physicians</p> <p>Claim forms can be used as your invoice for reimbursement. These will be a emailed to you the week prior to the Symposium.</p> <ul style="list-style-type: none"> Submit invoice or signed claim form along with scanned copy of all receipts to sscbc@doctorsofbc.ca </td> </tr> </table>	<p>Physicians</p> <p>Sessional/Expense claim forms will be emailed to you the week prior to the Symposium.</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 to sscbc@doctorsofbc.ca 	<p>Non-physicians</p> <p>Claim forms can be used as your invoice for reimbursement. These will be a emailed to you the week prior to the Symposium.</p> <ul style="list-style-type: none"> Submit invoice or signed claim form along with scanned copy of all receipts to sscbc@doctorsofbc.ca
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Please do not hesitate to ask if you have any questions about eligible expenses prior to submitting your form to ensure quick processing. For inquiries, please reach out to a member of the [Specialist Services team](#).