



Royal Inland & Hillside
PHYSICIAN ASSOCIATION

GUIDELINES FOR TRAVEL BY FACILITY ENGAGEMENT PARTICIPANTS, CONTRACTORS AND EMPLOYEES

BACKGROUND:

The Royal Inland and Hillside Physician Association (RIHPA), herein referred to as the “Association”, was incorporated August 20, 2016 as a non-profit Society and receives annual operational funding through the Ministry of Health via Doctors of BC Special Services Committee. The fiscal year is April 1st to March 31st. RIHPA uses the standard chart of accounts adopted by Doctors of BC.

Currently, as of August 2016, the Association’s bank is Scotiabank and each of the Board of Directors have signing authority. All cheques issued through this business account require authorization of any one to sign.

The RIHPA follows the regulations laid out in the British Columbia Society Act. The Board of Directors approves the budget annually and monitors the Association’s financial position and cashflow monthly. Financial statements are prepared annually, approved by the Board of Directors, and shared with the membership at the Annual General Meeting. The Financial Statements are also submitted to the British Columbia Registry Services annually as part of the Directors Report.

The RIHPA uses the Doctors of BC Facility Engagement Management System (FEMS). The Association enters its approved Engagement Activity (EA) projects and initiatives into the system together with the allocated budget. Physician sessional fees are claimed and approved through FEMS and payment is via electronic transfer of funds via VersaPay.

PRINCIPLES:

The following principles will guide Eligible Individuals in business travel decisions:

- Facility Engagement Initiative funds are used prudently with the intention of delivering the best value
- Risk to any person or the environment is minimized
- Environmental and sustainability factors are considered

GUIDELINES:

Employees – all receipts must be submitted to Marcy Matthew

Contractors and/or participants – all receipts must be submitted **FOR APPROVAL** to Marcy Matthew at:

marcy.matthew@rihpa.ca

Please send invoice and receipts in PDF, JPEG, PNG formats only.

Please note: Further Funding Restrictions or criteria is applicable if projects are a collaboration with another Association. Agency or Health Authority. Project Leads will specify these funding restrictions and criteria. Approval must be given by Funding Leads prior to bookings.

Hotel Accommodations:

Within BC: BC Government approved rates to a maximum of \$200.00 plus taxes per night (May 1 to September 30th) Summer and (Oct 1 to April 30th) Winter is \$95.00 Maximum plus taxes per night.

Within Canada (outside BC) Government of Canada approved rates

Outside Canada: a maximum of \$250.00 USD plus taxes per night

Airfare:

Receipts are required showing flight details and all charges required. Reimbursement for Economy airfare ONLY. Additional charges such as seat selection and on-board expenses are not reimbursable. In flight meals (if not included with ticket) may be reimbursed please see Meals for rates. The cost of one checked bag per flight is acceptable where not already included in flight.

Mileage Rate:

Mileage rate is \$0.55 Per Kilometer. This rate can be claimed when using a private vehicle for travel. It is intended to cover costs of fuel and maintenance. Damage to private vehicles is the responsibility of the owners. Travel time is not considered to be a reimbursable expense. Mileage claims must include date, purpose of travel and number of kilometers claimed and entered into FEMS.

Mileage as per Google Maps (<https://www.google.com/maps>) or similar application should be used for determining mileage travelled. This will pertain to travel for specific project/event and google maps can assist with determining this route.

Rental Vehicles:

When booking rental vehicles please request BC Government Approved rates (BC Government Approved Rate). Go to List of Suppliers Section and Click the Vendors by Location. Any expenses associated with parking fines, driving violations and towing/impounding are the responsibility of the individuals driving and are not reimbursable. This applies to private or leased/rented vehicles.

Parking:

Receipts are required for parking.

Ferry or Toll Charges:

Ferry charges and highway tolls can be claimed when it is necessary to charge for travel for the specific project. Please note that these charges are to be identified according to project ahead of time.

Taxi:

Receipts are required listing fee, taxes, and tip amount. Taxis are acceptable; however, it is expected that the most economical method will be used (example shuttle service etc.).

Meals:

All receipts must be submitted (including itemized and transaction receipts). Alcoholic beverages will NOT be reimbursed. Reimbursement for meals is intended for meals while travelling. Meals are a per diem rate of \$50.00 per day.

Receipts for Reimbursement must be submitted no later than one-month after the expense incurred. Late submissions may be subject to non-payment.

Please submit reimbursement and receipts in PDF, JPEG and PNG formats only to Marcy Matthew (email above).

Approved: By the Board of Directors May 17, 2019

Updated: July 14, 2020