

## General Information

1. Sessional time is only paid when meetings exceed 30 minutes in duration.
2. Physicians who receive a full-time salary and travel compensation as part of their job responsibility are not eligible for JCC sessional and expenses reimbursement.
3. The Sessional Payment and 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.
4. The form must be completed in full to be processed and may be emailed to the event organizer (e-scans accepted).
5. Meeting attendance will be tracked and approved by the secretariat.
6. Sessional payments and 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

Eligible expenses are limited to the following, where appropriate, and **must be accompanied by an itemized receipt**. Where receipts are missing, proof of purchase credit card statements may suffice:

### Meals

- a. Where a meal is provided without charge, no claim for that meal can be made.
- b. 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.
- c. 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.
- d. Alcohol is not eligible for reimbursement and should be listed on a separate bill.

### Accommodation

- a. If provided, accommodation should be booked via the hotel room block link shared by JCC staff.
- b. All accommodation claims must include a hotel folio/receipt with the claim form.
- c. A maximum of \$410 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 (including tax) will be reimbursed.
- d. Accommodation will be provided for those who live outside of Metro Vancouver (Vancouver, North Vancouver, West Vancouver, Richmond, Delta, Burnaby, New Westminster, Coquitlam, Port Coquitlam, White Rock, Surrey, Maple Ridge, and Langley) and who need to spend a night away from home due to Doctors of BC business. Reimbursement will be paid at the current accommodation rates only.

### 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. Taxis and car rentals will be reimbursed in addition to airfare when required.
- d. 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.
- e. Vehicle expenses will be reimbursed at the current rate (\$0.61/km) for private vehicle mileage incurred.

### Travel Time

- a. Travel time will be paid at the sessional rate for time away from the office during clinic hours using the most expeditious route of travel. Exceptions to this policy will be given individual consideration.
- b. For meetings that are a duration of less than 2 hours, it is recommended participants optimize the use of teleconference or video conference, especially for remote meetings.

## GST on Sessional Payments

Physicians who are subject to paying GST on services through their corporations must charge GST on their sessional time. To have GST added, a completed GST Registration Designation Form is required. To obtain form, please contact us at 604-638-2848 or by email to [accountspayable@doctorsofbc.ca](mailto:accountspayable@doctorsofbc.ca), subject line "ATTN: Sessional GST".