

General Information

1. Participants who receive travel compensation as part of their job responsibility are not eligible for JCC reimbursement.
2. Expenses are reimbursable for out-of-pocket expenses only. Claims using loyalty programs, such as points, are not reimbursable.
3. Additional questions regarding eligible expenses should be sent to the event/meeting staff.

Submitting Expenses and Receiving Payment

1. 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.
2. The Expense Form must be completed in full and emailed to the meeting or event organizer (e-scans accepted).
3. Expenses are paid via Electronic Funds Transfer (EFT). Claimants who have not previously submitted expenses to Doctors of BC, or whose banking information has changed, must include either: a void cheque, a bank direct deposit form, or an [EFT Form](#) with their expense claim.

Eligible Expenses

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

Meals

- a. If attending an event with physician attendees, non-physicians may receive a meal per diem to a maximum of \$100 per day, at the following rates. No meal receipts are required.
- b. Where a meal is provided without charge, no claim for that meal can be made.
- c. Breakfasts, Lunch and/or Dinner per diem while attending the event, or spent on travel to and from the event, are eligible for reimbursement at the rates listed. The meal per diem should not be used to purchase alcohol.
- d. The per diem rate is tax-inclusive.
- e. When attending an event and travelling in a foreign country, the per diem rate will be in the local currency but paid in Canadian dollars. i.e. an event in Seattle will have a \$20USD breakfast per diem while an event in London will have a £20GPB breakfast per diem rate. Please provide proof of exchange rate paid by submitting a snip of your credit card statement.
- f. If non-physicians participate in JCC events or activities that do not have physician attendees, then itemized meal receipts must be provided. Please note that restaurant debit/credit receipts, hotel bills and bank statements are not considered itemized receipts. If submitting a group meal claim, the receipt is still required.

Meal Per Diem Rates	
Breakfast	\$20/day
Lunch	\$30/day
Dinner	\$50/day

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, Langley, Port Moody, Anmore, and Belcarra) 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 such as more than one checked bag, seat selection, use of airport/hotel lounge, and flight insurance 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 (\$0.67/km as of April 1, 2026) for private vehicle mileage incurred.