JCC Joint Collaborative Committees

JCC Physician Sessional Payment and Expense Policy

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. Expenses are reimbursable for out-of-pocket expenses only. Claims using loyalty programs, such as points, are not reimbursable.
4. 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.
5. The form must be completed in full to be processed and may be emailed to the event organizer (e-scans accepted).
6. Meeting attendance will be tracked and approved by the secretariat.
7. Sessional payments and expenses are paid via Electronic Funds Transfer (EFT): Please login to 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,** unless otherwise specified. Where receipts are missing, proof of purchase credit card statements may suffice:

Meals

a. Meal expenses are paid 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 rate listed below. 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 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. At the discretion of the organizing staff, accommodation may be available if an overnight stay is required. Pre-approval by a signing authority must be obtained in advance of the event, meeting, or activity.
b. If provided, accommodation should be booked via the hotel room block link shared by JCC staff.
c. All accommodation claims must include a hotel folio/receipt with the claim form.
d. 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.
e. For events held in Metro Vancouver, 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. Taxis and economical parking costs will be reimbursed where a receipt is provided. Valet parking is eligible when it is the only available option.
b. Reimbursement for air travel or mileage will be made for travel over 50km return trip.
c. 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).
d. Car rentals and ferries will be reimbursed in addition to airfare when required.
e. Vehicle expenses will be reimbursed at the current rate ($0.67/km as of April 1, 2026) for private vehicle mileage incurred. Toll fees will be reimbursed where a receipt is provided.

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, subject line "ATTN: Sessional GST".

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