

Facility Engagement Provincial Summit April 16-17, 2024 Travel and Expense Guidelines for MSAs

Accommodation Information:

- Provincial Facility Engagement funds will cover your accommodation costs for up to 2 nights where travel itineraries require and if you wish to attend the April 16th evening social reception.
- If you reside within 50km of the venue, do not require ferry or air travel to reach the destination, and do not attend the April 16th evening social, you are not eligible for accommodation costs. To facilitate your attendance at both the social and Summit, anyone who attends the evening social reception will have a night of accommodation covered regardless of distance from venue.
- We have a room block arranged with the Sheraton Wall Centre. For reservations using our group rate, please call 604-331-1000, or [book online](#). If reserving by phone, be sure to mention the "Facility Engagement Summit Event" group rate. FE will cover the room fee, but you will be asked to provide a credit card for incidentals.
 - NOTE: Upgrades and incidentals will be charged to the individual credit card upon check out.
- There are a set number of rooms in the block, and they are first come, first serve; bookings using the group rate must be made by **March 18th, 2024**, or while space remains available.
- For anyone who misses the accommodation booking deadline, a maximum of \$410 per night will be reimbursed for alternate hotel accommodation. **Please contact engagement@doctorsofbc.ca before booking any alternate accommodations.**
- If you require more than 1 night's accommodation due to travel needs, you will be covered for up to 2 nights through provincial funds.
- For those who are attending the April 18th SSC Special MSA meeting, you will be asked if you require a hotel on the night of April 17th. By selecting yes, it will trigger the organizers to contact the hotel to extend your stay on your behalf. If you have already made travel arrangements and are required to pay for a change fee, the SSC will cover the cost via a claim in FEMS.

Travel Information:

- Each participant is responsible for booking their own travel plans.
- All travel costs, including parking and other transportation (air fare, ferry, mileage etc.), can be reimbursed through your local MSA funds via FEMS and should be budgeted in your MSA's 2024/25 fiscal budget.
- When reimbursing travel costs, please ensure to adhere to the [FE Funding Guidelines](#) (Eligible Expenses, p. 6)
 - Ground Travel Expenses: Reimbursement will be made at \$0.61/kilometer for vehicle mileage over 50 kilometers, return trip.
 - Air Travel Expenses: Where air travel is required, the most economical air fare shall be obtained.
 - **NOTE:** Air travel additional expenses will not be eligible for reimbursement (e.g., more than 1 checked bag, the cost of selecting a seat, upgrades, insurance on flights, and the use of the airport/hotel lounge)
- For those who are attending the April 18th SSC Special MSA meeting, and you have already made travel arrangements and are required to pay for a change fee (e.g. flight change fee), the SSC will cover the cost via a claim in FEMS.

Facility Engagement Provincial Summit April 16-17, 2024 Travel and Expense Guidelines for MSAs

Food and Meal Information:	
<ul style="list-style-type: none"> • April 16th: Light appetizers will be provided between 6:00-8:00pm during the optional evening social. • April 17th: Complimentary breakfast and lunch will be provided during the Summit. • For those attending the April 18th SSC Special MSA meeting, a complimentary breakfast will be provided from 7:30-8:30am. • Meals outside of the Summit hours can be reimbursed through your local MSA funds, with meal expenses being capped at \$100 per day (as per Eligible Expenses in FE Funding Guidelines). <ul style="list-style-type: none"> ○ NOTE: Alcohol is not eligible for reimbursement. 	
Sessional Reimbursement Information:	
<ul style="list-style-type: none"> • Eligible physicians (those without HA leadership roles and non-salaried physicians) will be offered 6 sessional hours for the active participation time at the summit on April 17th. • For those who are attending the April 18th SSC Special MSA meeting, 4 hours of sessional time will be provided. • Project administrators will receive 6 hours of compensation equivalent to their hourly wage. • MSAs may choose to offer additional sessionals for passive time (prep time, transit time) to attend the Summit and are welcome to do so through their local MSA funds. • All sessional and reimbursement claims must be submitted by Tuesday, July 16, 2024, the last date available under the Doctors of BC 90-day submission deadline. 	
<p><u>FE Provincial Reimbursement:</u></p> <ul style="list-style-type: none"> • Project Administrators: Please submit your time claim (max 6h) through the FEMS activity 'FE Provincial Summit' • Physicians: please submit your sessional claim (max 6h) through the FEMS activity 'FE Provincial Summit' • SSC Physician Attendees: please submit your sessional claim (max 4h) through the FEMS activity "SSC Special Meeting" 	<p><u>Local FE Funds Reimbursement:</u></p> <ul style="list-style-type: none"> • Please add an activity in FEMS for the FE Provincial Summit and include attendees as claimants to submit expenses.

For inquiries about eligible expenses, please reach out to your engagement partner or contact engagement@doctorsofbc.ca and a member of the FCE team will be able to support you.

*These guidelines have been created in line with the [JCC reimbursement and expense policies](#). *