

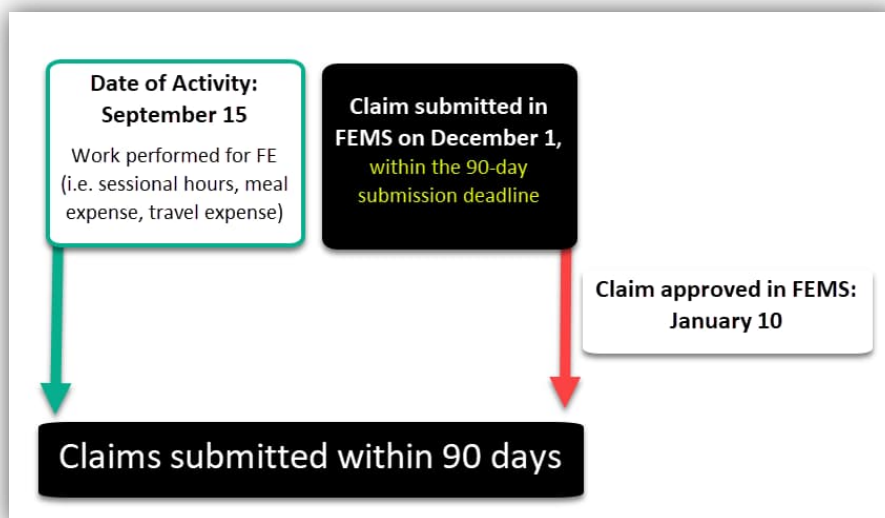
1. 90 Day Submission Deadline and 30 Day Accrual Period

In order to align Facility Engagement with Doctors of BC claims policy approved by the Board of Directors, a 90-day claim submission limit will be applied to all claims in FEMS. This means that claims must be submitted within 90 days of the date of activity or expense incurred in order to be paid. Claims more than 90 days after the activity date will have to be manually submitted to engagement@doctorsofbc.ca, will be evaluated by the CEO of Doctors of BC, and will only be approved due to medical disability or debility. Claims more than 12 months old will not be paid.

If a manually submitted claim is approved by the CEO, the claim will be returned to the MSA to be entered into FEMS in the usual manner. If it is denied, we will inform both the claimant and the MSA.

For ongoing project work, the key date that is used to trigger the 90 days is the date that the expense/work occurred, not the start date of the engagement activity.

Example: For claims submitted within 90 days



Date	Activity	In FEMS
September 15	Work performed for FE. (i.e., sessional hours, meal expense, travel expense)	
December 1		Claim submitted in FEMS on December 1 (within the 90-day submission deadline), date of activity September 15
January 10		Claim approved in FEMS on January 10

Example: For claims submitted within 90 days, during the accrual period



Date	Activity	In FEMS	Finance Transactions
February 15	Work performed for FE. (i.e., sessional hours, meal expense, travel expense)		
April 1		Claim submitted in FEMS on April 1 (within the 90-day submission deadline), date of activity February 15	
April 15		Claim approved in FEMS on April 15	This claim will be back dated to March 31, 2020, to be captured in the 2019/20 fiscal year.