



MANUAL: ADMINISTRATION

NUMBER: III-95

CATEGORY: FINANCE

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TITLE: TRAVEL & EXPENSE REIMBURSEMENT FOR
PHYSICIAN ASSISTANCE

ISSUED BY: EXECUTIVE COMMITTEE

DATE: 08/26/2008

X-REFERENCE:

POLICY:

Physicians providing assistance to Grey Bruce Health Services through organized Healthcare Human Resource services (such as HealthforceOntario or MedEmerg) that are not subject to travel and expense through any other source will be compensated for costs accrued immediately prior to or after their shift. The following conditions apply:

PROCEDURE:

Travel:

Travel from the physician's home city to the Grey Bruce Health Services Site and return will be paid at the corporate rate and based on established distances as outlined in Policy and Procedure III-60 in the Administration manual. Travel greater than 1500 kms round trip would require pre-approval from the director of the department. Any travel required between sites to carry out his/her duties will be eligible for mileage reimbursement.

All other expenses relating to travel are subject to pre-approval by the CEO.

Accommodation:

The physician/employee of the department making the arrangements for the physician coverage will inform the manager/director of the department in which the physician will be working of their need for accommodations prior to the shift commencing. At that time the manager/director will determine if the hospital on-call room/Physician House (such as Bethune House in Owen Sound or Physician House in Southampton) are vacant the night prior to or after the physician's shift. If these spaces are available for use, the physician will be notified.

If no internal accommodations are available the manager/director will arrange accommodations at Best Western Inn of the Bay if the physician is working in Owen Sound or a hotel/ Bed & Breakfast in the community where coverage is being provided by physician recruitment and/or the director of the program. The maximum reimbursement rate for accommodations is \$150.00 per night.

No accommodation will be arranged or reimbursed the night the physician is providing coverage to the department; he/she will use the sleep room provided by the hospital.

Accommodation will be provided for the following:

- a) The night prior to a day shift, if the shift begins on/before 0800 and the physician is required to travel in excess of 150 kilometres.
- b) The night after the day shift ends if the shift is 12 hours and/or ending after 2000 and the physician is required to travel in excess of 150 kilometres.
- c) If the physician is providing 24 hours on call service in the Emergency Room the physician will be provided with suitable accommodations on completion of his/her shift if he/she wishes (if the on call sleep room/Physician House is available it will be utilized prior to arranging hotel accommodations to minimize cost to the organization).



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- d) The day after a night shift, if the physician has to travel greater than seventy-five km to return home.

Meals:

Meals will be reimbursed prior to and after the shift (i.e. dinner night before and/or dinner/breakfast after commencing the shift). The maximum daily reimbursement for all meals is \$50.00 with the following limits: Breakfast \$10.00; Lunch \$15.00 and Dinner \$25.00.

No alcohol costs will be reimbursed. All meals during the shift will be paid for by the physician.

Expense Reporting:

Requests for travel and expense reimbursement will be completed on a Travel Advance/Expense Form (MC-03) accompanied with original receipts and will be provided to the physician at the beginning of their shift. Travel and Expense forms filed more than 30 days after expenses are incurred will not be reimbursed.