



## Know Before You Go: Making Travel Arrangements for Locum Assignments

### NORTHERN SPECIALIST LOCUM PROGRAMS (NSLP)

This is intended as a quick reference guide for locum physicians prior to making travel arrangements. Please refer to specific program guidelines on the expense claim form, as well as the additional resources available on the [website](#) in advance of your locum assignment and expense claim submission.

#### DIRECT ROUTE OF TRAVEL ELIGIBILITY

- Applicable travel fees and expenses are eligible to/from the locum assignment via the most direct route from a locum's home/base practice location. Claims that exceed the direct route equivalent will be prorated.
- If you are unsure of the most direct route from your home/base practice location, please contact NSLP in advance of booking.
- The maximum length of a stopover while travelling by plane to or from a locum community is 7 days.
- Physicians from out of province that choose to drive (instead of fly) to the assignment will be eligible for mileage up to the cost of the direct flight equivalent.

#### ELIGIBLE EXPENSES DURING ASSIGNMENT

- Physicians are eligible to claim expenses in the locum community for all approved work days and additional expense days up to one day before/after the approved locum assignment.
- If the community has scheduled off-days during your assignment, please confirm with NSLP if these dates will be eligible for expense reimbursement.
- Physicians are eligible for travel expense reimbursement associated with a round trip home during assignments that include a minimum of 10 work days.
  - Note: travel fees are not eligible for mid-assignment travel
- Physicians are eligible to claim travel expenses to/from the community when the travel takes place up to 7 days before/after the locum assignment. No additional expenses in the community will be eligible for reimbursement.

#### RECEIPT REQUIREMENTS

All receipts must include the following information to be considered for reimbursement:

- Itemized with dates of charges/services
- Proof of payment
- Vendor information

#### RECEIPTS IN LOCUM PHYSICIAN'S NAME

- Locum expenses must be paid by and booked in the name of the locum physician for reimbursement (expenses in the name of administrative staff or a locum physician's spouse will not be eligible).

#### LOST RECEIPTS

- Original one-time, paper-based receipts (or electronic receipts if applicable) are required for reimbursement.
- As a best practice, we encourage physicians to take photos of small receipts (i.e. gas & taxi) immediately after the purchase in order to mitigate issues should the receipt be lost during travel. We also encourage physicians to pay using debit or credit for additional record of their purchase.

#### ONLINE BOOKING

- Online travel service providers and third-party travel websites are not always able to provide itemized receipts that meet processing requirements for reimbursement.
- Physicians that are not able to obtain receipts that meet program processing requirements after using these means of booking will not be reimbursed.

#### NON ALLOWABLE EXPENSES

Include but are not limited to the following:

- Meals
- CMPA insurance and costs to obtain a Certificate of Registration to practise medicine in Ontario
- Telephone, internet and data charges
- Additional costs related to family travel or related to travel unrelated to the locum assignment
- Flight/travel insurance
- Fare classes that include food or beverages or any form of lounge service (airline or train)
- Mail/postage costs