



POLICY: RMLP Travel and Accommodation Policy

Date Approved: March 2022
Last Review:

Preamble

The MABC Rural Midwifery Locum Program (RMLP) provides midwives working in rural and remote locations with subsidized locum coverage for up to 15 days per year. This program is critical in supporting the delivery of maternity services in rural and remote locations. In the 2021 Arbitration Results, the MABC received funding to retroactively compensate members’ for travel and accommodation expenses when providing this locum coverage. MABC is committed to subsidizing expenses incurred by members who must travel to provide locum coverage in these areas.

Purpose

To provide MABC members with subsidized travel and accommodation when they must travel to provide locum coverage in a rural or remote community.

Policy Statement

The MABC will provide reimbursement for travel/accommodation expenses to any registered member who participates in RMLP program and must travel outside of their home community to provide locum coverage.

This policy will be reviewed annually, based on available funding.

Compensation Rates and Eligible Expenses

The MABC uses the Canada Treasury Board/National Joint Council guidelines for specific rates. These rates are reviewed and revised frequently and are reflective of the local contexts and cost of living of each location. Please refer to the full Guide of the Treasury Board Guidelines for information regarding rates: <http://www.njc-cnm.gc.ca/directive/travel-voyage/td-dv-a3-eng.php>

Per current RMLP categories:

Rural Host Community	Up to a MAXIMUM of \$150/day for duration of placement
Remote Host Community	Up to a MAXIMUM of \$200/day for duration of placement

These categories will undergo review in FY2022-23

By providing a flat daily Travel and Accommodation rate, this allows the Locum Midwife to plan their journey as efficiently as possible. **These are maximum daily rates that Locums will be reimbursed, and they must show receipts/proof of payment for incurred costs.**

For example, Locum Alex lives in Victoria and has agreed to provide coverage from 1-5 March for Host Chris who is based in Comox. Locum Alex will provide a total of 5 days of coverage, and must travel and stay in Comox during this period. Locum Alex **claim up to \$750** (\$150 x 5 rural days) in travel and accommodation expenses (or other allowable expenses as listed below). Locum Alex must provide receipts or supporting documents where applicable. Locum Alex knows that they can submit a reimbursement request from the below allowable travel expenses, but they will only receive back a maximum of \$750.



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Step 1- Confirm if you will be traveling to a rural or remote community

Step 2- What is the duration of your stay in that community (total number of days)?

Step 3- Multiply the daily rate x total number of days= Total maximum \$ you can claim

Step 4- Plan your trip accordingly (hotel, flights, ferry, etc)

Step 4- Submit your claim with receipts/proof of payment up to the total maximum \$ you can claim

Allowable travel expenses include:

- Accommodation*
- Economy Airfare
- Ferry (including reservation fees)
- Mileage*
- Bus Fare to and from Host site
- Taxi or public transit to and from airport/bus depot (to catch onward flight/bus)
- Daily Meal Per Diem*
- Daily incidentals*

*See notes below on each expense.

***Accommodation**

If a Locum midwife stays in the Host's home/another private residence, they may claim for a nightly allowance as set by the Canada Treasury Board/National Joint Council can be claimed (<https://www.njc-cnm.gc.ca/directive/d10/v238/s659/en#s659-tc-tm>)

Rates as of 1 October, 2021: CAD50.00/night. This should be paid to the Host/private owner of residence, and a receipt in the form of an email should be included. The email should include the dates of the stay, the address details of the premises, and total number of nights.

If a Locum stays in a hotel/air bnb they must provide a receipt/paid invoice.

Locum midwives that provide coverage within the same community in which they reside, cannot claim accommodation expenses if they are not leaving their homes.

***Mileage**

Locums can claim for the travel to and from the Host site (1 round trip). They cannot claim mileage during the actual placement.

The /km rate is set by the Canada Treasury Board/National Joint Council: (<https://www.njc-cnm.gc.ca/directive/d10/v238/s658/sv21/en>)

Rate as of 1 October, 2021: 53.5 cents/km

***Daily Meal Per Diem**

Locum midwives that travel to a Host community can claim a daily meal allowance as set by the Canada Treasury Board/National Joint Council: (<https://www.njc-cnm.gc.ca/directive/d10/v238/s659/en#s659-tc-tm>).

Rate as of 1 October, 2021

Breakfast \$21.35

Lunch \$21.60





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Dinner \$53

Daily Meal Per diem rate \$95.95

Locum midwives that provide coverage within the same community in which they reside (and do not leave their home), cannot claim a daily meal per diem allowance.

***Daily incidentals**

Locum midwives can claim the daily incidental allowance as set by the Canada Treasury Board/National Joint Council: (<https://www.njc-cnm.gc.ca/directive/d10/v238/s659/en#s659-tc-tm>).

Rate as of 1 October, 2021: \$17.30

Locum midwives that provide coverage within the same community in which they reside (and do not leave their home), cannot claim the daily incidentals allowance.

Expenses that are **INELIGIBLE**:

- Interest charges on outstanding charge card balances
- Loss or damage to personal possessions
- Parking and traffic fines
- Automobile rental (unless pre-approved by the MABC board)
- Expenses to change or cancel transportation or accommodation reservations
- Excess baggage fees
- Airline Seat Selection Fees
- Travel Agent Fees

This list is not exhaustive and MABC reserves the right to reject other expenses not itemized above.

Locums are encouraged to reach out to programs@bcmidwives.com ahead of time to discuss other expenses not covered in this policy, or if they foresee the cost of travelling to provide locum coverage is significantly higher than the daily rate allowance.

For retroactive payments: should the volume of submissions exceed the funding available, MABC will provide partial reimbursement for all eligible submissions in an equitable manner. For example: all submissions will be funded at a percentage of the total.

Eligibility

All registered MABC members, in good standing, will be eligible to apply to the 'locum pool' and provide locum coverage in a rural or remote community.

Only those members who need to travel from their home community and source accommodation in the Host community, to provide coverage will be eligible to submit a reimbursement claim. Locums that reside in the same community as the Host, and do not travel will not be eligible.

For retroactive payments, travel and locum coverage must have been completed within the following time period:
April 1, 2020 – March 31, 2021 or April 1, 2021 – March 31, 2022





Claim Processing

Locum Midwives should submit one reimbursement claim per placement. They should submit as soon as their placement has been completed, or all costs have been incurred. All claims must be submitted via the online [reimbursement form](#).

