

Usual and Reasonable Expenses Eligible for Locum Reimbursement

Eligible expenses include airfare or other methods of transportation up to the cost of basic airfare, checked baggage fees and other airline fees, local accommodation, local vehicle rental, licensing expenses, eligible Emergency Department travel stipends, and mandatory YMA Societal Dues. Expense claims do not extend to a spouse, family members or dependents.

Air Travel

- Only advance-booked, economy-class tickets will be reimbursed to a maximum of the equivalent of an Air Canada Flex fare. Only the most direct routing will be reimbursed. Only one round-trip flight will be reimbursed.
- Checked bag fee- one checked bag per flight is reimbursable. Receipt required.
- Seat selection fees for standard economy seats are permitted.

Ground Transportation

- Should a locum Physician drive to and from the Yukon for work they will receive the dollar value of an equidistance economy Air Canada Flex fare. Receipts for ground travel do not need to be submitted for reimbursement. An example airfare will be generated by the Administrator, using standard criteria, on receipt of the Locum Support Fund application. Reimbursement for taxi fare to and from the airport may also be included.

Emergency Department Travel Stipend

- Out-of-territory locum Physicians who travel to the Yukon to cover vacant Emergency Department lines are eligible for a \$500 travel stipend for each travel day.
- Canada Revenue Agency (CRA) information is required in order to receive these travel stipends.
 - Ensure you register with YMA to collect these travel stipends.

Local Vehicle Rental

- if a vehicle is required for work, commercial rental vehicle charges for locums are reimbursable, with the following stipulations:
 - excess mileage charges will not be reimbursed;
 - the reimbursable period is the span of locum contract, plus two days prior to starting and two days following completion of the contract;
 - the maximum reimbursement for a daily rental charge will be limited to \$110. This includes insurance charges, concession fee recovery and other billable charges;
 - any variations from the above will be dealt with on a case-by-case basis, and only with pre-approval. For example, a locum coming with a family that requires a larger vehicle;
 - rental fees charged for private vehicles will not be reimbursed; and
 - in lieu of a rental car, bicycle rental from a rental company, and/or taxi or drive share equivalent will be reimbursable to a maximum of \$110/day (same as for rental vehicle).

Accommodation

- Reimbursement for rent is capped at \$250 per night and \$5,000 for 31-day span. This cap is inclusive of utilities, phone, internet, cable, condo fees, cleaning fees, etc.
- Reimbursement for alternative housing arrangements (private housing) will be applicable to a cap of \$50 per day and must be pre-arranged with the resident physician and pre-approved by the fund manager.
- Reimbursable period is duration of locum contract plus two days prior to starting and two days following completion of the contract.
- All receipts must include the following information:
 - renter's name
 - rental address
 - check-in date
 - check-out date
 - rent amount
 - \$0.00 balance owing
 - method of payment

Licensing Expenses

The following items are reimbursable with submission of receipts:

- Yukon Medical Council (YMC) registration and licensing fee
- Certificate(s) of Professional Conduct
- Yukon First Nations 101 training webinar

NOTE: registration and licensing fees for professional corporations are not eligible expenses under this program.

YMA Societal Dues

- YMA Societal Dues are an eligible reimbursement under all locum reimbursement claims, regardless of the type of locum agreement.
- Payment of YMA Societal Dues is mandatory effective January 1, 2026 under An Act Respecting the Yukon Medical Association (Bill 310).
 - Go to yukondoctors.ca

Clinic Overhead Costs

Clinic overhead costs are not reimbursable to the resident or locum Physician.