

Financial Support Hospitalist only and ER only Locums

The Yukon Medical Association has funds available to provide financial assistance for locums coming to cover Hospitalist only work and ER only work.

The following items, within the guidelines stated below and with appropriate receipts, can be reimbursed.

1. Airfare
2. Accommodation
3. Vehicle Rental
4. Licensing Costs

Receipts

Keep your original receipts for income tax purposes and send copies with the application.

Copies of Documents

Send only photocopies, flatbed or sheet-fed scans of actual receipts. Do not submit smartphone or tablet images/scans of paperwork as they are of poor quality for printing and record keeping. Check out the scanning app for phone/tablet - TurboScan.

Who to Contact

Questions and queries

- Carly Cox, YMA Physician-Locum Recruiter - carly.cox@yukondoctors.ca

Submission of application and receipts for payment

- Scott Wilson, YMA Fund Manager - scott.wilson@yukondoctors.ca

1. AIRFARE

Air Travel > Only advance-booked, economy-class tickets will be reimbursed, to the maximum of an Air Canada economy Flex fare. Only the most direct routing will be reimbursed. Only one round-trip flight will be reimbursed.

Our Preferred Carrier
Air North, Yukon's Airline



Checked Baggage Fees > first checked bag fee per flight is reimbursable, with receipts.

Ground Travel > Should a locum physician elect to drive to and from the Yukon for work s/he will receive the dollar value of an Air Canada economy round-trip Flex fare. Receipts for ground travel do not need to be submitted for reimbursement. **NOTE: An example airfare will be generated by the Fund Manager, using standard criteria, on receipt of the Locum Support Fund application.**

2. ACCOMMODATION

Accommodation is tight and you should book this at your earliest convenience. We recommend [Neighbourly North](#) - Yukon's short-term accommodation specialists. Accommodations will be covered up to 2 nights prior to the start of your locum and up to 2 nights from the end of your locum, to allow for turn-around.

Our Preferred Renter
Neighbourly North



Accommodation Receipts – 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

3. VEHICLE RENTAL

If a vehicle rental is required for work, commercial rental vehicle charges for locums are reimbursable.

Our Preferred Renter
Driving Force



- **Important** > the Yukon Medical Association is a corporate client of **Driving Force Rentals** and we receive corporate discounts. Please identify yourself at the time of booking a vehicle as a locum physician with the Yukon Medical Association to receive the corporate discount. Driving Force contact > toll free 1-800-661-0445; phone (867) 456-2277.
- Excess mileage charges will not be reimbursed.
- The reimbursable period is for the span of the locum contract, plus 2 days prior to starting and 2 days following completion of the contract.
- The maximum reimbursement for a daily rental charge will be limited to \$90. This includes insurance charges, concession fee recovery and other billable charges.
- Rental fees charged for private vehicles will not be reimbursed.
- Rental will be covered up to 2 days prior to the start of your locum and up to 2 days from the end of your locum, to allow for turn-around.

4. LICENCING COSTS

The following items are reimbursable with submission of receipts:

- Yukon Medical Council (YMC) registration and licensing fee
- Certificate(s) of Professional Conduct

- First Nations 101 training webinar
- **NOTE:** registration and licensing fees for **professional corporations** are not eligible expenses under this program.

Payment by Direct Deposit

Under this program all reimbursement payments are made directly to the locum physician or his/her professional corporation. We have moved to direct deposit. Please send either of the following for setting up payment:

- a direct deposit document downloaded from your bank site, OR
- a good quality smartphone image of a void cheque

Submission of Application

Completed applications and receipts to be **submitted by email** to the following address:
scott.wilson@yukondoctors.ca

Terms and Conditions - Requirements and eligibility criteria are subject to change without notice. Always download the latest version from www.yukondoctors.ca/locum

**Hospitalist only and ER only locums
Financial Support - Application**

No phone/tablet images please (these print/copy poorly for recordkeeping)
SEND ONLY PHOTOCOPIES or PDF SCANS

Your Name

Your Email Address

REIMBURSABLES (RECEIPTS REQUIRED)

Air Travel

Checked Baggage Fees – first checked bag only

Accommodation

Vehicle Rental

Yukon Registration and License costs

TOTAL

Any Additional Notes

Payment made to:

(Professional Corporation name, if you have one)

Mailing address:

(please print)

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