

## Relocation Allowance Guidelines & Eligible Expenses

The Relocation Allowance program provides a reimbursement of up to \$10,000 to physicians to help offset the costs associated with moving.

**Approvals:** Relocation allowance applications must be approved prior to reimbursement. In order to participate in this program, physicians must be eligible for a medical license in Nova Scotia, physicians must be entering a full time/approved practice opportunity within the NSH and physicians must meet NSH privileging criteria.

**Air Travel:** Physicians are responsible for arranging their own air travel to Nova Scotia. Reimbursement will be limited one way airfare. Regular or economy flights will be reimbursed. Upgrades are at the expense of the physician.

**Vehicle Travel:** Physicians are responsible for arranging any necessary vehicle rentals. Reimbursement allows for renting compact or mid-size vehicles for a maximum of five (5) days. Fuel receipts for rental vehicles are eligible for reimbursement.

Physicians who reside in Atlantic Canada may choose to use their own vehicle during their relocation. Either original gas receipts or mileage may be claimed. The current NSH mileage rate is: \$0.4231/km). Physicians who reside outside of Atlantic Canada and would like to use their own vehicle may claim fuel charges only and provide original receipts.

Taxi, tolls, parking and shuttle expenses are eligible for reimbursement; original receipts must be provided.

**Accommodations:** Physicians are responsible for arranging their own accommodations prior to relocating to Nova Scotia. Assistance from their Zone representative may be available. Reimbursement for accommodations is set to a maximum of \$175/night for up to five (5) days. Should available accommodations exceed this amount, please contact your Zone representative for prior approval. Only room charges will be reimbursed. Additional charges such as movies, bar charges, pet fees etc. will not be reimbursed.

Physicians may also request extended stay accommodations be considered towards their reimbursement limit as they make other housing arrangements. Please note: this may impact available reimbursement funds towards other expenses.

**Meals:** Meal reimbursements will be covered as per the NSH policy for up to five (5) days. Itemized receipts verifying compliance are required for claim submission. Credit card confirmation slips and meals included as room charges will not be accepted. Alcohol and gratuities are not eligible expenses and are at the expense of the physician.

**Moving Company:** Reimbursement may cover the costs charged by a moving company to move the physician's household goods and personal affects; this may include the transportation of one (1) vehicle.

**House Hunting Visit:** Physicians may choose to use their relocation allowance amount towards the costs associated with one (1) visit to secure long term accommodations. Eligible expenses would be reflective of Site Visit Guidelines.

**Additional Expenses:** Only the costs associated with the relocation for the physician and their family shall be reimbursed by the NSHA. Any additional expenses incurred outside of the aforementioned will not be reimbursed. Please seek prior approval for any non-conventional expenses (e.g. travel by private plane/charter, rental of car seats for children, alternative accommodations etc.). Costs associated with moving supplies will not be reimbursed (e.g. boxes, tape, cleaning products etc.). Costs associated with services rendered for the relocation are not eligible (e.g. storage facilities, cleaning services and real estate fees). Canada Post mail forwarding is an eligible expense and it is recommended to participate in mail forwarding for up to 1 year.

**Claim Submission:** Physicians MUST complete their own Statement of Expenses and sign as “Requested by” in order to receive their reimbursement. Reimbursements will be based upon approved applications and follow the Relocation Allowance Guidelines. Relocation Allowance claims must be submitted within one (1) year of practice start date to claim reimbursement. The NSHA reserves the right to limit reimbursement items which have been determined to be at an unreasonable cost. Please submit all completed forms and receipts to:

[PRC-claims@nshealth.ca](mailto:PRC-claims@nshealth.ca)

Claims must include original eligible receipts and a completed Statement of Expenses. Credit card slips, price quotes, credit card statements and faxed copies will not be accepted. Incomplete submissions will be returned to the physician and will result in processing delays.

**Please Note:** There is a minimum commitment of one (1) year to the community of practice. Physicians who do not practice full time with the community of practice for this period will be required to payback monies received towards their relocation reimbursement. Signing the application form for the Relocation Allowance Program is with the understanding that you have read, understood and agree to the Relocation Guidelines.

**Electronic Funds Transfer (EFT):** Physicians who would like to be reimbursed electronically may supply banking information with their claim submission. This may include a photocopy of a void cheque or documentation from the physician’s bank. If EFT details are not provided, physicians will be paid by cheque which will be mailed directly to the address provided.