

## Site Visit Guidelines & Eligible Expenses

The site visit program provides an opportunity for physicians to visit communities in Nova Scotia to further explore practice options. It allows physicians to meet potential colleagues, to tour facilities and to become more familiar with what communities have to offer in Nova Scotia. The site visit program helps physicians make an informed decision if practice opportunities will meet their professional and personal expectations. The Nova Scotia Health Authority (NSHA) reimburses physicians for their expenses and those of one guest who may accompany them during their visit. Physicians are subject to a one time participation in this program. If a physician is considering more than one community, it is recommended to coordinate a visit to all options during the same trip.

The Nova Scotia Health Authority will reimburse for one site visit only. If you are considering multiple zones in the province, please advise your physician recruitment consultant, so that they can work with the other physician recruitment consultants to co-ordinate your visit, so that you can see multiple zones.

**Approvals:** Only approved site visits will be reimbursed. In order to participate in this program, physicians must be eligible for a medical license in Nova Scotia, physicians must be considering full time/approved practice opportunities within the NSHA, a Site Visit Application from all Zones to be visited must be submitted by relevant Zone and approved by the NSHA prior to the site visit.

**Air Travel:** Physicians are responsible for arranging their own air travel to Nova Scotia. Reimbursement will be limited to a single flight (with return airfare) for a maximum of two adults. Costs associated with additional persons or trips will be the responsibility of the physician. 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 related to a vehicle rental are also eligible for reimbursement.

Physicians who reside in Atlantic Canada may choose to use their own vehicle to complete their site visits and may submit either original fuel receipts or claim mileage (not both). The current NSHA mileage rate is: \$0.4231/km). Physicians who reside outside of Atlantic Canada and would like to use their own vehicle are asked to notify the Zone prior to their site visit to ensure and clarify eligible expenses.

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 arriving for their site visit. Assistance from their Zone representative may be available. Reimbursement for accommodations is set to a maximum of \$175/night. Should available accommodations exceed this amount, please contact your Zone representative for prior approval. We strongly encourage physicians to arrange for accommodations within the same community as they are visiting where possible. Only

room charges will be reimbursed. Additional charges such as movies, bar charges, pet fees etc. are not eligible for reimbursement.

**Meals:** Meal reimbursements will be covered as per the NSHA policy. Itemized receipts verifying compliance are required. Credit card confirmation slips and meals included as room charges will not be accepted. Alcohol and gratuities are not eligible and are at the expense of the physician.

**Additional Expenses:** Only the costs associated with the site visit for the physician and one additional person shall be reimbursed by the NSHA. Costs for additional travelers will not be covered. 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/charter plane, rental of car seats for children, alternative accommodations etc.).

**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 Site Visit Guidelines. Site visit claims must be submitted within 6 months of completing the site visit. The NSHA reserves the right to limit reimbursements which have been determined to be at an unreasonable cost.

Claims must include original eligible receipts and a completed Statement of Expenses. The receipts for meals must include the itemized receipts which lists the details of what was purchased. If you submit a receipt that just includes the amount of the meal, you will not be reimbursed. Alcohol is not reimbursed. Gratuities must not exceed 15%.

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.

**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.