



Expense Reimbursement Guide

Please note: the following guidelines and reimbursement maximums may be updated from time to time without notice. Updated 02Apr2026.

Expense claims must be submitted **within 90 days** of incurring the expense or the date of the event.

Expenses incurred for an event and submitted prior to the event will not be reimbursed until the event has occurred (e.g. registration fee for a conference purchased in advance; airfare purchased for an RCCbc event in advance, etc.)

Accommodation

Accommodation is reimbursed up to \$410/night from October 1st–April 30th, and up to \$550/night from May 1st–September 30th, including hotel taxes and fees.

- An official itemized receipt is required for accommodation reimbursement.
- One night of accommodation is allowed for one full-day meeting/event, unless travel limitations (e.g. distance, flight schedules, etc.) require two nights of accommodation.
- More than two nights of accommodation **must be approved in advance** by RCCbc leadership. Please include approval details with your claim submission.
- Pet fees, room service charges, and liquor charges are not eligible for reimbursement.

Airfare

Physicians are eligible for reimbursement for the cost of economy/ EconoFlex airfare.

- An official itemized receipt is required for airfare reimbursement.



Mileage

Distance driven in a personal vehicle over 50 kms round trip (excluding ferry travel) is reimbursed at \$0.63/km, up to the cost of economy airfare.

Effective 01Apr2026, mileage reimbursement increases to \$0.65/km for distances over 50kms round trip (excluding ferry travel), up to the cost of economy airfare.

- Fuel expenses are not eligible for reimbursement if mileage is claimed.
- No receipt is required to claim mileage, but please include the starting location and ending location in the claim description.

Per Diem Meals

Per diem meals may be claimed if you purchase a meal while attending or travelling to an RCCbc event and a meal is not provided. Claims must be reasonable in relation to the event duration and travel requirements.

- Receipts are not required
- Per diem rates are: Breakfast - \$20 / Lunch - \$30 / Dinner - \$45

Other Expenses

Additional expenses such as ferries, parking, public transit, ride shares, working group meals, etc. are also eligible for reimbursement.

- Itemized receipts are required and must be uploaded with your claim.
- Please note: RCCbc does not reimburse any purchases of alcohol.