



POLICY: Rural Midwifery Locum Program (RMLP) Travel and Accommodation Policy

Policy Type:	Operations	Approval Date:	March 2022
Sub-category:	Rural Programs	Amended:	November 2023
Last Review Date:	March 2022	Next Review Date:	March 2024

Purpose

The purpose of this funding is to provide MABC members who participate in the Rural Midwifery Locum Program (RMLP) as a Locum with reimbursement for travel and accommodation.

Policy Statement

Effective for locum coverage periods that began on December 1, 2023, or thereafter, MABC will provide a per diem to help cover travel and accommodation expenses to registered MABC members who participate in RMLP as a Locum, and must travel outside of their home community to provide locum coverage.

This policy will be reviewed annually and is based on available funding.

Eligibility

All registered MABC members in good standing, who are also a member of the Locum Pool and provide locum coverage in a rural or remote community.

Only members who need to travel from their home community and source accommodation in the Host community to provide locum coverage will be eligible to submit a reimbursement claim. Locums who provide Locum coverage for a Host in the same community in which they reside cannot claim reimbursement for RMLP-related travel/accommodation.

Compensation Rates

In fiscal year 2023/2024, it was determined that RMLP Locums were claiming more than the maximum daily amount for travel and accommodation. In acknowledgement of this, the RMLP Travel and Accommodation rates have been increased.

RMLP Travel and Accommodation rates will be paid as a per diem rate for every day worked (i.e., flat rate per day of locum coverage). The MABC uses the Canada Revenue Agency (CRA) Directive on Travel guidelines for specific rates. Please refer to the full *Appendix B: Meals and allowances* webpage for more information regarding rates: <https://www.canada.ca/en/revenue-agency/corporate/about-canada-revenue-agency-cra/travel-directive/appendix-b-meals-allowances-april-2023.html>

The daily rate that a Locum will be reimbursed is based on the Host Community in which they completed the locum period (maximum 15 days of locum coverage per Host, per fiscal year). Submission of receipts is not required to receive the per diem rate.

RMLP Travel and Accommodation Per Diem Rates¹:

Rural Host Community	\$200/day
Remote Host Community	\$250/day

These categories will undergo review in the 2024/2025 fiscal year.

Travel and Accommodation Reimbursement Claim for Days Off

In addition to claiming a per diem for locum days worked, Locum Midwives will be eligible to claim 1 day of Travel and Accommodation per diem for a day off every 5 paid locum days, up to a maximum of an additional 3 days off for every 15-day locum period. This represents 1 paid day off for every 5 paid locum days.

Travel and Accommodation Reimbursement Claim Processing

RMLP Locum Midwives may submit 1 reimbursement claim per locum period. They should submit their claim as soon as their placement has been completed. All claims must be submitted online via the [RMLP Travel and Accommodation Reimbursement form](#).

1. Confirm with the MABC if you will be traveling to a rural or remote community.
2. Confirm the total number of paid coverage days in that community. In addition to claiming a per diem for locum days worked, Locum Midwives will be eligible to claim 1 day of Travel and Accommodation per diem for a day off every 5 paid locum days, up to a maximum of an additional 3 days off for every 15-day locum period.
3. Submit your claim to the MABC via the [online RMLP Travel and Accommodation reimbursement form](#) on the MABC Member’s website. MABC staff will approve and reimburse the per diem amount for the total number of locum coverage days.

Special Requests

Locums are encouraged to reach out to programs@bcmidwives.com ahead of time to discuss questions or concerns not addressed in this policy, or if they foresee the cost of travel to provide locum coverage being significantly higher than the daily rate allowance.

¹ Daily rates, based on the type of Host Community, increased from:

Rural Host Community	Up to a maximum of \$150/day
Remote Host Community	Up to a maximum of \$200/day

Source: 2022/2023 POLICY: MABC RMLP Travel and Accommodation Policy, effective for locum placements completed prior to December 1, 2023.

