

Honoraria & JCC Sessional Reimbursement Guidelines

1. Payment Principles

Fairness and consistency in honoraria and sessional reimbursement is a shared goal of the JCCs. Honoraria reimbursement is intended to recognize time away from practice and reimbursement is capped at the daily rate regardless of length away from practice each day. Any sessional claims made the same day as an honoraria claim are not affected by the honoraria cap and will not impact the honoraria daily cap. Sessional reimbursement, for Family Practitioners and Specialists, is also intended primarily to recognize time away from practice and can also recognize time spent leading and/or participating actively in quality improvement work, strategic initiatives, and related meetings. The JCC Co-Chairs and PSC have determined that payment for both groups, FP's and SP's, should be equal given they bring the same leadership and strategic skills to the work.

Sessional funding should not be provided to address a funding gap that is the responsibility of another stakeholder, such as a health authority. Salaried physicians are entitled to sessional reimbursement only for participation that is outside the terms of their contracted role. A physician with a full-time salaried role would not be eligible for sessional reimbursement.

2. Honorarium Forms and Sessional Forms – What forms to use if funded?

To help staff process claim forms accurately and efficiently, it's important to select the right form for the type of claim being submitted. There are two types of claim forms available for committee members – honoraria forms and sessional forms. Honorarium forms are to be used in JCC committee meetings, as these are occasions when you are representing Doctors of BC. For other activities that you undertake as a committee member, you should submit sessional forms. This includes both working groups and task groups, and any occasions when you are asked to attend or contribute on behalf of the committee. (Attached as an appendix is an honoraria and general sessional form.) Below are examples of JCC meetings paid under the honorarium code and examples of sessional eligible meetings/work.

- For Sessional Committee/Working Group sessional forms, please contact your meeting organizer.
- For PSP sessional payment, please connect with your PSP team member.

Honorarium	Sessional
<ul style="list-style-type: none"> JCC Committee and Co-chair Meetings Doctor of BC JCC Caucus Meetings Meetings attended by JCC Co-Chair on behalf of the JCC Committee 	<ul style="list-style-type: none"> Local and regional meetings and events including Collaborative Services Committee (CSCs), MSAs, Divisional events attended on behalf of the committee Interdivisional Strategic Council (ISCs) Committee Working Group/Task Group Meetings Provincial events such as JCC forum, FPSC Summit Attendance at Conferences as a committee member and approved by the committee <p>*Other meetings not listed here may be eligible for sessional reimbursement. Please contact your JCC admin with questions regarding eligibility.</p>

3. Honorarium Rates vs Sessional Rates - How are They Broken Down?

Honorarium Fees:	Sessional Fees:				
<p>An honorarium is paid for time away from home or practice for Doctors of BC business. Time is prorated in increments as follows for in person meetings:</p> <p>0 Hours – 2 Hours and 30 minutes = ¼ day 2 Hours and 31 minutes – 4 Hours and 30 minutes = ½ day 4 Hours and 31 minutes – 6 Hours and 30 minutes = ¾ day 6 Hours and 31 minutes+ = 1 day</p> <table border="1" data-bbox="175 474 808 564"> <thead> <tr> <th>Member Status</th><th>Rate for One Day as of Jan 1, 2023</th></tr> </thead> <tbody> <tr> <td>JCC Committee Members</td><td>\$1,409.00</td></tr> </tbody> </table> <p>Travel Time Travel time will be paid during regular clinic hours but total honoraria payment will not exceed 1 day equivalent regardless of length of travel time.</p> <p>Honoraria will be paid for travel on Sundays if transportation is not available to return home on the day of the meeting.</p> <p>Video & Teleconference Calls This will be paid in blocks of 15 mins at the current rate for a call that is for at least 30 mins in duration. Meetings:</p> <ul style="list-style-type: none"> at an hourly rate of 1/7th of the day rate based on the honoraria rates of in-person meetings <p>Preparation Time A committee chair is permitted to claim for actual preparation time:</p> <ul style="list-style-type: none"> On or after July 1 2018 for in person meetings and teleconferences To a maximum of 3 hours, based on current rates <p>A committee member is permitted to claim for actual preparation time based on current rates:</p> <ul style="list-style-type: none"> Up to 1 hour for half day meetings (3.5 hours) Up to 2 hours for full day meetings (7 hours) <p>Background Work (for Chairs only) A committee chair may submit a claim for up to one full day per month if required to spend time on background work that exceeds the 3 hours prep time per meeting limit.</p> <p>*The maximum payment for background work done under honoraria is 1 day.</p>	Member Status	Rate for One Day as of Jan 1, 2023	JCC Committee Members	\$1,409.00	<p>Hourly fee for meeting, travel and preparation time (effective April 1, 2023)</p> <p>Family Physician: \$169.04 Specialist \$169.04</p> <p>Meetings must be at least 30 minutes in duration to be eligible for payment, and will be paid in 15 minute increments thereafter.</p> <p>Travel Time Travel time will be paid at the sessional rate during regular clinic hours using the most expeditious route of travel if applicable. Exceptions to this policy will be given individual consideration.</p> <p>For meetings that are a duration of less than 2 hours, it is recommended participants optimize the use of teleconference or video conference, especially for remote meetings.</p> <p>Preparation Time Only allowed if prior approval received.</p> <p>*There is no maximum payment for the work done under the sessional rate.</p>
Member Status	Rate for One Day as of Jan 1, 2023				
JCC Committee Members	\$1,409.00				

4. Expenses - What Are Reimbursed?

Honorarium Expenses:	Sessional Expenses:
<p>Air Travel Expenses Air Travel is to be used only where other, less expensive forms of transportation are not possible or reasonable for the particular trip. Where air travel is required, the most economical air fare shall be obtained.</p> <p>*Air Travel Additional Expenses - will not be reimbursed: More than 1 checked bag, the cost of selecting a seat, upgrades and the use of the airport/hotel lounge</p> <p>Vehicle Expenses Reimbursement will be made at \$0.57/kilometer for private vehicle mileage incurred. For trips on after July 1, 2018, reimbursement will be made for travel over 50 kilometers, return trip.</p> <p>Parking Expenses Receipted parking charges will be reimbursed, except for doctors parking within the Doctors of BC building which is free for members when a current membership card is placed on the dashboard.</p> <p>Taxi/Bus/Ferry Expenses Claims for taxi or bus costs and the full cost of ferry travel will be reimbursed.</p> <p>*The following expenses will not be reimbursed:</p> <ul style="list-style-type: none"> • additional passengers • use of lounges <p>Overnight Diem Between the time of Oct 1st to Apr 30th a maximum of \$300 per night (tax inclusive). Must include receipt for accommodation for reimbursement. Starting May 1st 2022 a summer accommodation rate of \$350 (tax inclusive) is available between May 1st to Sept 30th.</p> <p>An overnight diem allowance for those committee members who live outside of Metro Vancouver (Vancouver, North Vancouver, West Vancouver, Richmond, Delta, Surrey, Burnaby, New Westminster, Port Coquitlam, Coquitlam, White Rock, Surrey, Maple Ridge, and Langley) and who need to spend a night away from home due to Doctors of BC Business, will be paid at the current rates and based on the number of nights claimed.</p> <p>Meal Expenses No meal claims can be made. A meal per diem (\$95/day) is already incorporated into the honoraria rate.</p>	<p>Registration and Parking Registration for events will be reimbursed only if prior approval received.</p> <p>Receipted parking charges will be reimbursed, except for doctors parking within the Doctors of BC building which is free for members when a current membership card is placed on the dashboard.</p> <p>Air Travel Expenses Air Travel is to be used only where other, less expensive forms of transportation are not possible or reasonable for the particular trip. Where air travel is required, the most economical air fare shall be obtained.</p> <p>*Air Travel Additional Expenses - will not be reimbursed: More than 1 checked bag, the cost of selecting a seat, upgrades and the use of the airport/hotel lounge</p> <p>Accommodation Between the time of Oct 1st to Apr 30th a maximum of \$300 per night (tax inclusive). Must include receipt for accommodation for reimbursement. Starting May 1st 2022 a summer accommodation rate of \$350 (tax inclusive) is available between May 1st to Sept 30th.</p> <p>Payment of more than the amount above may be allowable at times of high demand with prior permission. Note: Accommodation reimbursement will be eligible for members who live outside of Metro Vancouver (Vancouver, North Vancouver, West Vancouver, Richmond, Delta, Burnaby, New Westminster, Coquitlam, Port Coquitlam, White Rock, Surrey, Maple Ridge, and Langley) and who need to spend a night away from home due to DoBC business will be paid at the current rates.</p> <p>Meal Expenses Meal expenses will be capped at \$100 per day. If a meal is provided without charge, no claim for that meal can be made. Itemized receipts must be submitted to be eligible for reimbursement. Meal's will not be reimbursed or provided by the teams for virtual meetings, the meeting must be in-person to be eligible for reimbursement.</p> <p>Travel Expenses / Vehicle Expenses Travel costs for the most reasonable and economical route to attendance. Mileage of fewer than 50kms one way will not be reimbursed. Reimbursement will be made at \$0.57/kilometer for private vehicle mileage incurred. For trips on or after July 1, 2018, reimbursement will be made for travel over 50 kilometers, return trip.</p> <p>Mileage expenses must not exceed airfare for the same travel.</p>

5. Other Relevant Information

Honorarium Fees:	Sessional Fees:
<p>Honoraria payments for Doctors of BC Committee meetings will generate a T4 slip, regardless of the bank account deposited to, as it is considered personal income by the Canada Revenue Agency.</p> <p>*****</p> <p>Does the window of time for adjusting the duration of a meeting fall under 3 business days’ notice policy? Yes - since physicians need to arrange for their clinical services to be covered a 3 day notice should be followed out of respect for their time.</p> <p>Does the “meetings called on short notice policy” also pertain to a committee meeting being called for a few hours (as some virtual meetings can be) or would this only apply to an all-day committee meeting? It would apply to virtual meetings as well as again the physician would have to scramble to have their clinical services covered. The \$200 per day may be prorated.</p> <p>Cancelled Meetings If a Doctors of BC committee meeting is cancelled with: at least 3 business days’ notice, no claim can be submitted; or no less than 3 business days’ notice, a claim can be submitted, but only if clinical activities cannot be rescheduled. The day of cancellation and the day of the meeting are not included when calculating the length of notice.</p> <p>Meetings Called on Short Notice The standard honoraria rate plus a premium of \$200 per day for each meeting day will be paid if a Doctors of BC committee meeting is called with less than 3 business days’ notice (Resolution B14/01/24-25).</p>	<p>Salaried physicians are entitled to sessional reimbursement only for participation that is outside the terms of their contracted role. A physician with a full-time salaried role would not be eligible for sessional reimbursement.</p> <p>Physicians who are subject to paying GST on services through their corporations must charge GST on their Sessional time. To have GST added, a completed GST Registration Designation Form is required.</p> <p>Please see attachment for our GST Registration Form.</p> <p>*****</p> <p>Resident Payment Residents are not entitled to charge sessional fees and are only permitted to do so under extraordinary circumstances. Prior approval for sessional reimbursement must be received. Expenses will be covered as appropriate.</p> <p>*****</p> <p>Medical Office Assistants (April 1 2023): MOAs may be reimbursed at a current rate of \$25/hr and MOA Peer Mentors/Office Managers may be reimbursed at a current rate of \$35/hr for providing peer mentor practice supports. MOA Peer Mentors will not be paid through sessional forms.</p>
<p>*****</p> <p>* Submission Deadlines: Honoraria Forms must be submitted within three (3) months of the meeting date, except under extenuating circumstances due to medical debility or disability where claims may be submitted up to 12 months after meeting date. Claims made after 3 months must be approved by DoBC CEO and claims over 12 months of the meeting date will not be accepted.</p>	<p>*****</p> <p>* Submission Deadlines: Sessional Forms must be submitted within three (3) months of the meeting date, except under extenuating circumstances due to medical debility or disability where claims may be submitted up to 12 months after meeting date. Claims made after 3 months must be approved by DoBC CEO and claims over 12 months of the meeting date will not be accepted.</p>

Changes to Banking Information

Any changes to banking and direct deposit information can be done online through your [Doctors of BC member account](#).

Once logged in you can:

Edit Available Bank Details (to change a bank account usage)

Add an Account

For website assistance, please call 604-638-5262 or toll free 1-800-665-2262 Ext 5262

Best Practices

- ✓ While original receipts are recommended, a photocopy or a scanned copy will also be accepted if it is clear, legible, complete and is not a duplicate of a previously submitted item. **Information on how to fill out your claim form can also be found on the back of the form.**
- ✓ To avoid delays in processing, please clearly indicate the name of the meeting attended (preferably using calendar invite name if there is one), the meeting start/end time and your signature in the space provided on the form.
- ✓ If you were not provided an honoraria or sessional form, please use the attached template instead of re-using old or program specific templates.