

Policy Title: Mobile Service Staff – Direct Reimbursement of Expenses	
Section: Mobile Services	Reference No. SH 050
Effective: June 2001	Revision: February 2018

1. SCOPE

Non BC Cancer Staff

2. POLICY

Proof of hire will be provided for all newly hired mobile service technologists requesting per diems and travel cost reimbursement directly from Central Office.

3. PROCEDURE

1. In order to verify that the mobile service employee is eligible for per diems and travel cost reimbursement, the employer (managing screening centre), will provide the Mobile Operations Manager with a copy of the employee's accepted offer of employment.
2. In order to process BC Cancer "Direct Deposit" for mobile service technologist travel expenses, the mobile technologist will complete the BC Cancer "Direct Deposit" form, attach a VOID cheque and forward it to Central Office. Central Office will forward to Accounts Payable in PHSA Finance.

4. RELATED POLICIES

5. RESPONSIBLE PARTY

Mobile Operations Manager