



Provincial Health Services Authority

MOBILE SERVICE STAFF TRAVEL EXPENSES GUIDELINE: BREAST SCREENING

(MOBILE SERVICES – SH 040)

Summary of Changes

	NEW	Previous
BC Cancer	New Guideline template- Policy to Guideline per <i>SHOP Style Guide</i> definition; Updated content	February 2022, February 2018, March 1996

Last Revised:	14/SEPT/2023	Next Review:	14/SEPT/2026	
				Page 1 of 5

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MOBILE SERVICE STAFF TRAVEL EXPENSES GUIDELINE (MOBILE SERVICES – SH 040)

1. Introduction

1.1. Focus

The Breast Screening Program (the Program) provides reimbursement of travel expenses for Mobile Staff who travel to perform mobile breast screening services.

This guideline aligns with and should be used in conjunction with the [PHSA Travel Expense Policy](#) and the [PHSA Travel and Business Expense Guideline](#).

The focus of this document is to provide guidelines on the reimbursement of travel expenses for BC Cancer Breast Screening Mobile Staff.

1.2. Health Organization Site Applicability

All BC Cancer Breast Screening Mobile Centres

1.3. Practice Level

BC Cancer Breast Screening Mobile Technologists

1.4. Definitions

Claimant: All individuals (employees, physicians and contractors) associated with PHSA and its programs and services who are submitting travel and business expense claims – [PHSA Travel and Business Expense Policy](#).

Out of Town Travel: represents any travel that exceeds 32 kilometers from both a claimant's home and Primary PHSA Worksite.

Primary PHSA Worksite: The PHSA worksite where a claimant ordinarily performs their duties. For individuals in flexible work location arrangements, this will be the PHSA worksite as designated on their flexible work options partnership agreement. An individual's home may not be designated as their Primary PHSA Worksite

1.5. Need to Know

This guideline aligns with and should be used in conjunction with the [PHSA Travel and Business Expense Policy](#) and the [PHSA Travel and Business Expense Guideline](#).

2. Practice Guidelines

2.1. Eligibility

Last Revised:	14/SEPT/2023	Next Review:	14/SEPT/2026	
				Page 2 of 5
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MOBILE SERVICE STAFF TRAVEL EXPENSES GUIDELINE

(MOBILE SERVICES – SH 040)

In order to be eligible to claim travel expenses, all travel is to be booked through [PHSA's Travel Provider](#) taking into account the following:

- Economy rates booked with the 2-week advance booking discount
- All travel to and from out-of-province must be pre-approved by the Mobile Operations Manager and the Breast Screening Central Office
- Flight cancellation insurance is not required
- For [Out of Town Travel](#), the maximum amount paid for transportation allowance will not exceed the cost of an economy air fare on that route.

Call 604-661-4932, or toll-free 1-866-324-5764 to be assisted by the dedicated PHSA travel team, or by using the [portal link](#).

2.2. Travel Time and Allowance

Travel time that is part of the scheduled mobile visits is considered work time and paid as such; this includes travel to assess potential sites.

This excludes commute time to the mobile vehicle.

2.3. Expenses

Per Diem:

To compensate for reasonable incremental meal and incidental costs related to the performance of official duties, per diem costs may be claimed during out-of-town travel when the [Claimant](#) is unable to return home during usual meal hours.

Requirements and rates can be found in the [PHSA Travel and Business Expense Policy](#) and the [PHSA Travel and Business Expense Guideline](#).

Rates are per PHSA's PeopleSoft Expense Module. Contact the Mobile Office Manager for current rates.

Accommodation:

Accommodation costs may be claimed only when home-to-work travel is equal to or exceeds 75 km one way, or at the discretion of the Mobile Operations Manager. Under reasonable threshold. Guidelines for the selection of overnight paid accommodation are as per the PHSA's [Travel and Business Expenses Policy](#). Preference should be given to reasonably-priced accommodation. Provincial/federal government rates should be requested (reduced rate lists are available online at:

<http://csa.pss.gov.bc.ca/businesstravel/>

Use of Non-Technologist:

Last Revised:	14/SEPT/2023	Next Review:	14/SEPT/2026	
				Page 3 of 5

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Under some circumstances it is reasonable to use a non-technologist to move the Mobile Vehicle between screening sites, to transfer the Mobile Vehicle to or from a ferry terminal, or to accompany a technologist on a low volume screening trip.

- If the driver replaces a technologist, the Program will not provide additional funds for the salary or honoraria paid to the driver.
- If the driver is supernumery (in addition to two technologists per trip provided in the budget), the Program standard honoraria of \$100 per day will apply. The technologist may choose to pay the driver directly and invoice the Program for reimbursement or the driver may submit an expense claim to the Mobile Operations Manager.
- The Program will reimburse travel expenses for the non-technologist.

Personal Vehicle

When a personal motor vehicle is used for [Out of Town Travel](#), reimbursement may be provided at the CRA automobile allowance rate. This rate is intended to compensate for fuel, maintenance and depreciation expenses and no other operating costs will be reimbursed.

Contact the Mobile Operations Manager for current reimbursement rates. The maximum amount paid for transportation allowance will not exceed the cost of an economy air fare on that route as per section 2.1 of this document.

2.4. Submission

The Breast Screening Central Office reimburses mobile staff for expenses directly related to the operation of the mobile vehicle. Other operational expenses must be submitted to the Mobile Operations Manager for reimbursement.

Changes to these rates and policies will be communicated to the individual staff members and the Mobile Operations Managers. Contact the Breast Screening Central Office for more information.

3. Related Document and References

3.1. Related Documents

- [PHSA Travel Expense Policy](#)
- [PHSA Travel Business Expense Guideline](#)
- [PHSA's Travel Provider](#)
- Business Travel Accommodation Listing
- [CRA Allowable Rate](#)

Last Revised:	14/SEPT/2023	Next Review:	14/SEPT/2026	
				Page 4 of 5
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MOBILE SERVICE STAFF TRAVEL EXPENSES GUIDELINE

(MOBILE SERVICES – SH 040)

****Last page of document****

First Issued:	01-MARCH-1996		
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Posted Date:	28-SEPT-2023		
Version:	2.0		
Revision:	Name of Reviser	Description	Date
	Amanda Padula	New Guideline template	30-MARCH-2023