



Locum Expense Reimbursement Policy

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Purpose

This policy is to clarify what expenses will be covered for costs incurred by locum midwives while doing work funded by the AOM Locum Program.

Policy

HST and/or hotel taxes will be reimbursed if applicable. Claims for locums up to March 31 must be submitted by April 15 in order to be eligible for reimbursement. If a locum period spans two fiscal years (March and April), then two expense claim forms must be submitted, one for expenses from the period up to March 31 and one for expenses from April 1 onwards.

1. Travel Costs to and from Locum Location: The locum midwife will be eligible to be reimbursed for travel costs to and from the locum practice location on the day of arrival and the day of departure. The AOM will reimburse the total amount of any economy fare mode of transport to and from the locum practice location (e.g. economy train or plane fare, car rental, taxi). The point of origin must be from within Ontario. Travel upgrades (e.g., to business class) are allowed, but the difference in cost from economy fare will not be reimbursed by the AOM. The least costly mode of transportation must be utilized, unless prior approval is obtained for another option. If the locum midwife uses their own personal vehicle, the AOM will reimburse their mileage costs at the rate of \$0.45 per km. No receipts are required.

2. Accommodation: The locum midwife will be eligible to be reimbursed for accommodation costs, only if the locum midwife is required to travel at least 50 km to reach the locum location, and does not stay at their own home. For the duration of the locum period, the AOM will reimburse the locum midwife up to \$100 per night for accommodation at a hotel

(receipts must be provided); or \$30 per night if accommodation is taken at the residence of the practice midwife or family/friend (receipts not required). If accommodation is taken at the residence of a midwife who operates a tourist accommodation from their home (B&B), the reimbursement will be the regular rate normally charged by the business for accommodation, with the same reimbursement limits as would be reimbursed to midwives staying at a hotel. The AOM will also reimburse the accommodation cost for one extra night of accommodation taken the night prior to the start of the locum period. Under exceptional circumstances, and if the locum midwife has proof that they were unable to secure accommodation at a less expensive venue, the AOM may reimburse up to \$140 per night if the locum midwife seeks approval in advance of the booking.

3. **Car Rental:** The locum midwife will be eligible to be reimbursed for car rental costs used to conduct midwifery services during the locum period, and for traveling to and from the locum location. The AOM will reimburse the locum midwife up to \$50 per day, including insurance, for the period of the locum plus 2 extra days of travel (the day immediately prior to the start of the locum and the day immediately following the completion of the locum). Under exceptional circumstances (such as the need to rent a 4-wheel drive for use on backroads during winter months), the AOM will reimburse the locum midwife up to \$75 per day if they seek advance permission.
4. **Food:** The locum midwife will be eligible to be reimbursed for food at \$40 per day, for the duration of the locum period. An additional two days worth of food expenses will be reimbursed, only if there is an additional day of travel immediately prior to the start of the locum and an additional day of travel immediately following the completion of the locum, and only if the midwife is required to travel at least 50 km to reach the locum location, and does not stay at their own home. No receipts are required.
5. **Benefits:** The locum midwife will be eligible to be paid by the AOM 20% of the block incentive fee if no births were billed under their name for the locum period. The benefits funding will be paid by the AOM to the AOM Benefits Trust under the locum midwife's name to be directed to their AOMBT account.
6. **Hospital Privileges Application fees:** The locum midwife will be eligible to be reimbursed for any fees incurred for applying for hospital privileges required for the locum period. Receipts must be provided.
7. **Locum Midwife Equipment:** If the Locum Midwife is not affiliated with one MPG, and is covered by the AOM's Locum Professional Liability Insurance Certificate, the AOM will provide equipment funding for them at the rate of \$58.33 for each 30-day period (if they worked a minimum of 15 days within that period), to allow them to replace, repair or acquire clinical equipment needed for the provision of midwifery services. Each midwife is

eligible for a maximum of \$700 total disbursements for equipment in any fiscal year, so will be required to disclose any amount that they may have already received from a MPG in the current fiscal year.

8. **Advance Payment:** The AOM will advance up to 50% of the estimated accommodation, car rental and food costs to the locum midwife prior to the start of the locum period upon request. An advance agreement must be signed by the locum midwife and the AOM prior to the advance being issued. If the locum is cancelled prior to its scheduled completion, the locum midwife is responsible for reimbursing funds back to the AOM in accordance with the advance agreement. The advance amount will be deducted from the final expense reimbursement paid out after the locum has been completed.
9. No other costs will be covered in the performance of a locum.

Far North Locums:

Locum Midwives who have contracted to do a Far North Locum through the AOM Locum Program at a practice with an RIO score of 100 or greater, will be eligible to be reimbursed for expenses incurred as follows:

1. Travel to and from practices in the Far North, will be reimbursed up to a maximum of \$2,500; plus up to an additional \$1,000 for additional travel costs for attending births out of community (receipts must be provided).
2. Accommodation expenses up to \$140 per night will be reimbursed for up to 28 nights (receipts must be provided), or \$70 per night if accommodation is taken at the residence of the practice midwife or family/friend (receipts not required). If accommodation is taken at the residence of a midwife who operates a tourist accommodation from their home (B&B), the reimbursement will be the regular rate normally charged by the business for accommodation, with the same reimbursement limits as would be reimbursed to midwives staying at a hotel.
3. Food expenses of \$100 per day for the duration of the locum period, plus an extra 2 days for travel to and from the locum location (the day immediately prior to the start of the locum and the day immediately following the completion of the locum). No receipts are required.
4. All other expenses (Car rental, Benefits, and Advance payment) will be paid in the same way as the sections outlined above.

See also: Financial Reimbursement Policy, Locum Midwife Expense Claim form