

## Shriners of BC & Yukon

### Hospital Patient Travel Subsidy Policy

The Shriners of BC & Yukon are pleased to offer the following assistance to Shriner families. The following subsidies will help you reduce expenses when travelling to a Shriner Hospital for Children. Expense cheques will be mailed to the home address provided. **Completed expense forms and all of the original, itemized detailed receipts must be received in our office within 60 days of your hospital appointment. Please note, all US Dollar receipts will be valued as if they are in Canadian Dollars (USD\$10 will be considered as equal to CAD\$10).**

**Please mail the completed expense form and original receipts to:**

Shriners of BC & Yukon, Attention: Child Services Society  
102 - 4238 Lozells Ave. Burnaby, BC, V5A 0C4

#### Meal Subsidy

The following subsidies are to help with meals for **one patient and one parent/caregiver**. There are no subsidies for additional people or family members travelling with you. Costs for additional people are at your own expense.

- **Original ITEMIZED receipts** which show food & beverages purchased must be submitted. Unfortunately, lost receipts will not be reimbursed. Photocopied receipts and/or credit card receipts or statements are not acceptable receipts.
- The maximum daily meal subsidy is **\$25 per day per patient and \$25 per day per caregiver**.
- Please request separate receipts including only the patient and parent/caregiver meals.
- Receipts may be from restaurants and/or grocery stores which are on route to/from the destination hospital. Receipts from a store in your home town will not be accepted.
- If the patient is staying in the hospital, and the hospital is providing meals, then you cannot claim for meals for the patient on those days.
- Please write your name and a receipt number on each receipt. The receipt number should correspond to the receipt number already on the expense form. Also, please circle the dates and total amounts on the receipts.
- Please only submit receipts with expenses eligible for reimbursement. Please keep all personal expenses on separate receipts that you keep for yourselves.
- If the receipts total less than \$25/day then you will only receive the eligible amount on the receipts.
- Tips are at your discretion and will not be reimbursed. Alcoholic beverages are not allowable expenses.

#### Transportation

The Shriners of BC & Yukon are very proud to provide transportation assistance in the second largest geographical area of any Shriner organization. We aim to treat as many children as possible from BC and the Yukon and for this reason we try to employ the least expensive transportation option whenever possible.

#### Personal Vehicle Mileage Subsidy

- **\$0.20/km** will be paid to a parent/caregiver driving a patient to a Shriner Hospital.

Gas receipts cannot be reimbursed however you are eligible to be reimbursed based on mileage. Mileage will be calculated from the Google Maps website using its directions from the home postal code to the hospital's postal/ZIP code. Go to <https://www.google.ca/maps/> and select 'directions', then type in your home postal code and the ZIP code for either:

- Shriners Hospital for Children, Spokane, WA **99204** or
- Shriners Hospital for Children, Portland, OR **97201**

#### Ferry costs

If taking a ferry is required to drive to the hospital then we will reimburse you for the cost of a standard sized vehicle, driver and 1 passenger (patient). Please submit the original detailed receipt from the ferry company and enter that cost into the 'other' column on the expense form.

## Car Rental

*If you do not have your own vehicle* but would be able to drive to the hospital appointment yourself then The Shriners of BC & Yukon will reimburse you for the costs of an economy class vehicle rental. This will help reduce both the car rental and fuel costs.

- We require that you have vehicle collision plus third party liability insurance coverage. It is common that this insurance coverage is already provided through many credit cards so there may not be any need to incur any additional expense. You are responsible to ensure that you have this coverage prior to departure on the rental vehicle. If this additional coverage is needed then we will reimburse that cost.
- We will reimburse your rental vehicle fuel costs claimed by a Parent/Caregiver driving a Patient to and from a Shriner Hospital.

## Air Travel

If air travel is the overall best choice, it must be arranged by the Administrative Assistant, Child Services Society.

- We will purchase tickets for the patient and one parent/caregiver only. If you wish additional people to fly with you to the appointment, this cost will be at your own expense and you will need to make those flight bookings.
- Families are encouraged to only bring carry-on bags whenever possible to reduce costs.
- If you must bring checked baggage then we will reimburse the cost if you submit the original receipt from the airline. Please enter that cost into the 'other' column on the expense form.
- If you must park your vehicle at the airport to take your flight to the hospital then we will pay for the cost of the airport parking in the economy/long term parking lot. Please submit the original detailed receipt from the parking company and enter that cost into the 'other' column on the expense form.
- **Flight cancellations require 48 hours notice. If cancellation is not communicated or if it is given with less than 48 hours notice, future flight arrangement will be subject to a 50% fare payment or airline cancellation fee by patient's family, whichever sum is greater. Exception will only be considered on a case by case basis by the Board**
- **If flight arrangements are cancelled, by patient's family, on more than one occasion without due notice as described above, patient's family will be responsible for arranging their own flights. Reimbursement will be available based on an Economy fare ticket for the patient and one caregiver, upon proof of appointment kept.**

## Portland hospital patients only: Local transit to Portland airport

For families attending the Portland hospital who are flying out of Portland, it may be more convenient for you to take public transit to the airport for your return trip depending upon your departure time. If so, we can cover the cost of a 1-day transit pass for the patient and one caregiver. Please contact the Administrative Assistant, Child Services Society for further information.

## Accommodation

The cost of accommodation (room and room tax), in the hospital city, is entirely paid by The Shriners of BC & Yukon if it is booked by the Administrative Assistant, Child Care Services on behalf of Shriner families.

- We will pay for a one night hotel stay in the hospital city. If your hospital appointments require you to stay longer than one night contact the Administrative Assistant, Child Services Society to discuss authorization of additional hotel nights.
- If you are driving, and you can reasonably complete a day trip/ drive to and from the hospital in one day, then you are expected to do so in order to keep reduce costs. If you have a drive that is longer than 750 km/day then contact the Administrative Assistant, Child Care Services for authorization for additional hotel night stays.
- If you drive yourself and book your own hotel rooms along your route then we will reimburse up to a maximum of \$100 per night including taxes for one standard room only.
- Parents/Caregivers are responsible for all incidentals (non room & room tax items). A Parent/Caregiver credit card or cash deposit may be required by hotel at check-in for incidentals.
- Hotel cancellations require 48 hours notice to the Administrative Assistant, Child Services Society.

## Other Expenses

Any expense not listed in this document requires pre-approval in order to receive reimbursement. Only expenses pre-approved by the Administrative Assistant, Child Services Society may be included in the 'other' column on the expense form.