



## LRBC – Travel Request Form

Complete and Return to:  
[travel@locumsruralbc.ca](mailto:travel@locumsruralbc.ca)

Physician Name: \_\_\_\_\_ Contact #: \_\_\_\_\_

LRBC Locum Program: ☐ RFPLP ☐ RSLP ☐ RFPALP ☐ RESSO ☐ RFPMLP

Dates of locum assignment: \_\_\_\_\_

B.C. Airport departing from: \_\_\_\_\_ Locum Community: \_\_\_\_\_

*Arrival into BC from another province or country: eligible for OOP (out of province) reimbursement up to \$1000 if primary residence is outside of British Columbia. Travel into British Columbia will need to be booked on own and receipt submitted for reimbursement. Travel arrangements within B.C. can be booked by LRBC staff.*

**FLIGHTS:** (Can be booked and paid by LRBC)

Departure Date:

\_\_\_\_\_  
(DD/MM/YYYY)

\_\_\_\_\_  
Leave time (am / pm)

Return Date:

\_\_\_\_\_  
(DD/MM/YYYY)

\_\_\_\_\_  
Leave time (am / pm)

\_\_\_\_\_  
Special Requests / Loyalty cards:

**ACCOMMODATIONS:** (Can be reserved and paid by LRBC for “A” and “B” RSA communities)

Check In Date: \_\_\_\_\_  
(DD/MM/YYYY)

Check Out Date: \_\_\_\_\_  
(DD/MM/YYYY)

Special Requests/

Loyalty Cards

**CAR RENTAL:** (Standard vehicle class is Economy, but dependent on weather and road conditions)

Pick up Date: \_\_\_\_\_  
(DD/MM/YYYY)

Drop off Date: \_\_\_\_\_  
(DD/MM/YYYY)

Special Requests/

Loyalty Cards

**NOTE:** Once travel is confirmed and booked by LRBC, any cost changes for personal reasons shall be the responsibility of the locum physician.