

Northwest Territories Health and Social Services Authority

FRIENDS AND FAMILY TRAVEL PROGRAM

INFORMATION FOR PHYSICIANS

1. What is the purpose of the Friends and Family Travel Program?

The Northwest Territories Health and Social Services Authority Friends and Family Travel Program (FFT Program) is a taxable incentive program available by application to permanent and locum physicians (physicians) providing direct patient care who are scheduled for a minimum of five full, regular shifts (including scheduled calls shifts, but excluding travel days) between December 18, 2026, and January 05, 2027, inclusive.

The program will cover eligible travel costs (maximum \$2,000), for up to a maximum of two people/vehicles, include the costs of flights and/or travel by privately owned vehicles. Additional costs associated with accommodations are at the expense of the employee / locum.

Program information, including guidelines, forms, and frequently asked questions, can be found at <https://www.practicenwt.ca/en/friends-and-family-travel-program>.

2. Do physicians need to apply for the FFT Program?

Yes, physicians must apply to the program for approval. They are not automatically eligible or enrolled in the program.

3. What are program eligibility requirements?

To be eligible for the program, a physician must be a permanent or locum physician providing on-site patient care within the NTHSSA, scheduled to work a minimum of five full, regular shifts (including scheduled calls shifts, but excluding travel days) between December 18, 2026, and January 05, 2027, inclusive. A shift is calculated as eight or more hours of scheduled medical services.

4. What are eligible travel dates for friends and family through the program?

Travel must be completed between December 01, 2026, and January 31, 2027. Travel costs incurred for travel beginning prior to December 01, 2026, or concluding after January 31, 2027, will be not eligible for reimbursement.



5. How does a physician apply to the FFT Program?

To apply to the program, physicians must:

1. Complete the application form and submit to the applicable Area Medical Director (AMD) or the Territorial Medical Director (TMD) for review and sign-off.
2. Pending AMD/TMD sign off, the form will be sent back to the physician. If the physician does not meet eligibility criteria, they will be informed of the decision, including rationale.
3. A physician who receives the signed form should submit the application form to NTHSSA_Compensation_Management@gov.nt.ca and keep a copy to be included with their Claim Form. **The deadline to submit completed applications is Thursday, December 17, 2026, at 11:59pm MST. Applications received after this time will not be considered.**
4. The physician can then arrange booking flights and/or arrange travel plans by private vehicle for friends and/or family. Physicians or their designates are responsible for booking flights, not the NTHSSA.
5. Once eligible travel costs have been incurred, the physician must submit eligible receipts and the signed form for reimbursement. For a step-by-step guide on submitting reimbursement claims through the FFT Program employees, including permanent physicians and locums, should refer to the **Claim Form Instructions** included with the Claim Form. **The deadline to submit claims is March 15, 2027, at 11:59pm MST.**
6. Claims will be reviewed and approved for processing by NTHSSA_Compensation_Management@gov.nt.ca. If the claim is incomplete or does not meet eligibility requirements, it will be sent back to the physician with a request for clarification and/or revisions.
7. If/when the claim is approved, the eligible reimbursement amount, up to \$2,000, will be paid to the physician on a subsequent paycheque. **Note that for Locum Physicians, the claim will be paid via the regular vendor process.**

It is important to note that **funding paid through the FFT Program is subject to income tax**. Employees / locums are encouraged to consult the Canada Revenue Agency for more information or contact a tax professional for specific advice.

