

Northwest Territories Health and Social Services System  
**International Travel Incentive  
Payment Guideline**

## 1. Purpose

The Northwest Territories Health and Social Services System (HSS System) International Travel Incentive is available to Physicians, RNs and NPs who reside outside Canada and are licensed to practice in the Northwest Territories (NWT).

The HSS System includes the Department of Health and Social Services (DHSS), the Hay River Health and Social Services Authority (HRHSSA), the Northwest Territories Health and Social Services Authority (NTHSSA), and the Tłıchǵ Community Services Agency (TCSA – Health). Health Authorities are allowed to pay for international flights for Physicians, RNs and NPs who reside outside Canada and are licensed to practice in NWT.

This financial incentive is intended to support recruitment and retention efforts in the NWT and to encourage Canadian-trained (healthcare providers) living abroad to work in the NWT.

## 2. Eligibility and Criteria for Approval

Physicians, RNs, and NPs who can demonstrate they reside permanently abroad and are hired to work in the NWT may have the cost of the lowest return airfare of international travel to/from their place of residence included in their contract between August 1, 2022, and March 31, 2024.

## 3. Review, Approval and Appeal

All requests for international travel must be submitted to the CEO for approval and must identify whether the following criteria are met:

- a) International travel is to and from the locum's place/country of residence.
- b) The area in which the locum is working is a hard-to-recruit service.
- c) Travel cost is the lowest **return airfare only**; international transportation to and from the airport is not an eligible expense.
- d) Paid travel days do not exceed two (2) days in each direction.

### **Locum Physicians**

The Office of Medical Affairs and Credentialing (OMAC) and/or regional support staff will arrange all international flights for locum physicians who identify their eligibility. Locums who have already booked travel are required to provide receipts with proof of payment to OMAC and/or regional support staff within 10 business days upon arrival.

Locum contracts and international travel that took place after August 1st, but before the policy was approved, are eligible for reimbursement once The Office of Medical Affairs and Credentialing (OMAC) and/or regional support staff receive all proof of payments and receipts. OMAC and/or regional support staff will administer all payments through Financial and Employee Shared Services (FESS) upon submission of the approved receipts, as part of the standard reimbursement process.

### **RNs and NPs**

The Human Resource Officer will submit the hired casual RN, NP contract to the GNWT FESS Benefits Officer. The Benefits Officer will contact the casual NP, RN to arrange international flights. International airfare must be by the most economical and direct means.

The Territorial Medical Director is the final reviewer of any appeals.

## **4. Supporting Document**

### **Locum Physicians**

Locum physicians are required to submit proof of payment and receipts to OMAC and/or regional support staff, within 10 business days, after the completion of their locum that occurred after August 1, 2022.

### **RNs and NPs**

RNs and NPs have 10 business days upon arrival to complete and submit a Travel Authorization and Expense Claim form or Expense Report and supporting receipts. Please contact FESS Benefits Officer for assistance in completing this expense claim or report.

## **5. Funding**

The approved budget for Fiscal Year 2022-2023 and 2023-2024 is \$163,000 each year. Any funding expansion requires CEO approval.

## 6. Financial Accountability

Expenditures for this program will be charged to the following codes:  
Organization Code- Variable (Use Physician/Nurses Services Org as appropriate)  
Account code 52501 (Recruitment)  
Fund- 01  
Area- Variable  
Settlement code not required  
Program code 10107 (International Travel)

### Approved by



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Kimberly Riles  
Chief Executive Officer  
Northwest Territories and Health and Social  
Services

December 12, 2022

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Date