

Northwest Territories Health and Social Services System
FRIENDS AND FAMILY TRAVEL PROGRAM
FREQUENTLY ASKED QUESTIONS

What is the Friends and Family Travel Program?

The Friends and Family Travel Program (FFT Program) is an incentive program available to indeterminate, term, and casual front-line nurse practitioners, and registered nurses providing direct patient care; and indeterminate, term and locum physicians providing direct patient care who are scheduled for a minimum of five full shifts between December 20, 2022, and January 4, 2023.

Eligible individuals have the opportunity for financial support of up to \$2,000 to bring up family members and/or friends to their community of employment. The program will cover the costs of flights and/or travel by privately owned vehicle, to a maximum of two people/vehicles, including the costs of flights and/or travel by privately owned vehicles.

Is the program open to all three health and social services authorities?

Yes, the program is available to eligible health and social services authorities in the Hay River Health and Social Services Authority (HRHSSA), the Northwest Territories Health and Social Services Authority (NTHSSA), and the Tłı̄chǝ Community Services Agency (TCSA – Health).

The application and/or claims process may differ slightly by authority.

How do I apply to the program?

Please refer to the Friends and Family Travel Program guidelines for your Health and Social Services Authority for step-by-step instructions on applying to the program.

Do paid travel days count toward the five-shift minimum to be eligible?

Yes, paid travel days are counted towards the five-shift minimum.

Do my friends and/or family have to travel between December 20, 2022 and January 4, 2023?

No. Friends and/or family must travel to the community where you are working, however this travel can occur between December 1, 2022 and February 28, 2023.

What happens if only part of my friends and/or family's travel is between December 1, 2022 and February 28, 2023?

If your friends and/or family's travel is partially between December 1, 2022 and February 28, 2023 only the portion in those dates qualifies. For example if they travel to your community on January 19th, 2023 and return home on March 4, 2023, only the January 19th travel would be eligible.

If I am working ten shifts between December 20, 2022 and January 4, 2023, am I eligible for \$4,000 through the program?

No, each eligible employee receives a maximum of \$2,000 in travel support through the program.

Are accommodations, car rentals, and other travel costs reimbursed through the program?

No, the program only covers the costs of flights and/or travel by privately owned vehicle.

Is there a limit on the number of family and friends I can bring up to my community of employment?

The program will cover the costs of flights and/or travel by privately owned vehicle, to a maximum of **two people/vehicles**, including the costs of flights and/or travel by privately owned vehicles.

Is there a limit on the number of family and friends I can bring up to my community of employment?

The program will cover the costs of flights and/or travel by privately owned vehicle, to a maximum of **two people/vehicles**, including the costs of flights and/or travel by privately owned vehicles.

If my friend or family require a medical escort can the escort qualify as the second person?

Yes. If your friend or family require a medical escort for travel that escort can qualify as the second person under this program.

Is there someone in the NWT HSS System who will book travel for me?

No. Eligible employees approved for the program will be responsible for arranging and paying for travel costs. These costs will be reimbursed through the claims process.

When can I submit my claim form and receipts?

Claims can be submitted as soon as the expenses have occurred. For air travel that is when the tickets are purchased while for vehicle travel that will be after travel has concluded.

I am a casual nurse practitioner or registered nurse being employed by the NWT HSS System during the eligible dates. Can I access the program?

Yes, casual nurse practitioners and registered nurses working in front-line positions for a minimum of five full shifts can apply on this program.

I am a locum physician being contracted by the NTHSSA/HRHSSA/TCSA during the eligible dates. Can I access the program?

Yes, locum physicians working in front-line positions for a minimum of five full shifts can apply on this program.

Do I have to pay income tax on the funding reimbursed through this program?

Yes, funding paid through the program is subject to income tax. Employees are encouraged to consult the Canada Revenue Agency for more information or contact a tax professional for specific advice.

As a contractor, locum physicians will not be subject to income tax deductions prior to reimbursement, however this amount will be included on their T4A for the year in which the expense is paid.

Will this program be offered again in the future?

This is a pilot program and is presently only available to employees working between December 20, 2022 and January 4, 2023.

An evaluation plan is in place to determine the effectiveness of the program.

Who do I contact if I have additional questions?

Please refer to the guidelines for your Health and Social Services Authority for the most current contact information for questions.