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Email Excel document invoices to [pgi@viha.ca](mailto:pgi@viha.ca)  
 within 10 days of end of month

Travel expenses must adhere to the Island Health Travel Reimbursement Policy (<https://intranet.viha.ca/pnp/pnpdocs/reimbursement-travel-expenses.pdf>)

### How to Use Your PQI Funding: Quick Reference Sheet

Category	Your PQI funding can be used for	Your PQI funding can't be used for
<b>Travel</b>	<ul style="list-style-type: none"> <li>- Mileage (\$0.53/km) if you are travelling more than 50km (one way) from your normal work location</li> <li>- Parking reimbursement (with receipts)</li> <li>- Overnight accommodations if you (a) are attending consecutive PQI-related events (i.e. workshops), or (b) are expected to travel before 06:00 or after 19:00</li> <li>- Meals not provided by the PQI program can be reimbursed at the following rate with an itemized receipt:               <ul style="list-style-type: none"> <li>o Breakfast (must be travelling before 07:00): \$12</li> <li>o Lunch (must be travelling before 12:00): \$15</li> <li>o Dinner (must be travelling after 18:00): \$25</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>- Alcohol</li> <li>- Goods and services charged to your hotel room account</li> <li>- Mileage if you are travelling less than 50km one way (such as between RJH and VGH)</li> <li>- Accommodations if you are not attending consecutive PQI-related days or travelling before 06:00 or after 19:00</li> </ul>
<b>Sessional Hours</b>	<ul style="list-style-type: none"> <li>- Time claims for all project or PQI-related work (such as workshops or time spent with your Coordinator)</li> <li>- Flexing your sessional hours over the course of the year</li> <li>- If you do not use all your funding, you may have access to a 6-month extension</li> </ul>	<ul style="list-style-type: none"> <li>- Time spent in transit to or from workshops or other events</li> </ul>
<b>Supplies</b>	<ul style="list-style-type: none"> <li>- Small out-of-pocket expenses (i.e. Timbits for your QI team, coffee for meetings, poster boards). Original receipts are required for all purchases</li> </ul>	<ul style="list-style-type: none"> <li>- Computers or other capital equipment</li> <li>- Check with your Coordinator before you purchase anything big (such as paper for process mapping or large sticky notes) – chances are we have already purchased it in bulk!</li> </ul>
<b>Events</b>	<ul style="list-style-type: none"> <li>- Events with clear, specific deliverables related to your PQI project may be able to access funding – work with your Coordinator to create a budget for review and approval before starting the planning process</li> </ul>	<ul style="list-style-type: none"> <li>- General engagement activities (if you are not sure, speak to your Coordinator)</li> <li>- Gifts for presenters or event organizers (please connect with the PQI team for PQI swag that can be given to out!)</li> </ul>
<b>Compensating Team Members</b>	<ul style="list-style-type: none"> <li>- It may be possible to leverage other funding sources through Facilities Engagement or your local MSA - talk to your Coordinator to see what is possible</li> </ul>	<ul style="list-style-type: none"> <li>- Sub-contracting anyone with your PQI funding (i.e. compensating your colleagues for their time using your own funding)</li> </ul>
<b>Additional Funding Sources</b>	<ul style="list-style-type: none"> <li>- You can hold multiple funding sources (i.e. Facilities Engagement Initiative, Health System Redesign, Surgical Pre-Optimization Collaborative)</li> </ul>	<ul style="list-style-type: none"> <li>- Being compensated from multiple sources for the same time slot - “double dipping”</li> </ul>