NL Health Services

Travel Claim Form

NLHS Employee #:_____ Site: _____

Claimant: _____ Phone #:_____

Department: _____ Dept. #:_____

Home Address: _____

Details of Travel: _____

_____

_____

Year Date	Time Left	Time Return	Details	Kms.	Meals	Trans.	Hotel	Other
Subtotal ($):								
Claim Total ($):								
Funds Advanced ($):								
Balance Due Claimant:			**$**		**NLHS:**		$	

I hereby certify that the expenditures stated in the foregoing account were actually and necessarily incurred on NLHS business.

Approved Claim

Submitted by: _____ Approved by: _____

Date: _____DD/MONTH/YYYY_____ Title: _____

ONLY ORIGINAL SIGNATURES
CLAIMS TO BE COMPLETED IN FULL AND ATTACH ALL SUPPORTING DOCUMENTS BEFORE SUBMISSION

Newfoundland Labrador Health Service Guidelines for Travel Reimbursement

Please adhere to the following Eastern Health guidelines when submitting your travel expense claim form to the Postgraduate Medical Education office for travel expenses (gas/airline) associated with attending **ONLY core content workshops and/or completing mandatory core rotations**, either outside the St. John's and surrounding areas or out-of-province. For out of province core rotations, only those not available within the province will be reimbursed. Travel to and from back-to-back rotations, in the same area, will only be covered for the initial travel to the site and return travel at the end of all rotations.

- NLHS will reimburse a **maximum of $600** each way for travel.
- If you are required to **travel by air**, you must use the most **economical fare** (e.g. Tango/Economy). Airline tickets should be booked a minimum of one month in advance. A copy of your airline itinerary and boarding pass is required.
- Travel will be reimbursed for the day of travel to and from the rotation (not before, during or after the rotation). Residents can claim mileage **or** provide gas receipts, but not both.
- Residents must complete travel expense claim forms in detail. This includes the type, dates and location of the rotation, including that it was a core rotation. All receipts must clearly indicate the date and expense (e.g. gas).
- Residents must sign and date the Eastern Health travel expense claim form, include their Eastern Health employee number, and attach all receipts.
- Lodging is only permitted for overnight travel, and all receipts must be provided, including cabin rental for overnight travel on a ferry, if applicable.
- Meals, accommodations, course/licensure/certificate of conduct fees and related travel expenses **will not** be reimbursed by NLHS.
- Elective/Selective rotation expenses **will not** be reimbursed (as per the PGME Elective/Selective Proposal and Authorization Form).
- For inquiries and claims pertaining to accommodations, residents are required to contact rmen.accommodations@med.mun.ca.

New Brunswick Core Rotations:

- Residents must submit the travel expense form and applicable receipts, airfare or gas, for travel reimbursement (oneway from NL to NB – maximum of $600), to the local site administrator at the appropriate medical education office within the **first week** of the rotation, so the site can submit it to the accounts payable department.
- Subject to availability and HHN lease arrangements (e.g. no pet policy), NB will provide accommodations, free of charge, within the medical education sites.
- An NLHS travel expense claim is to be submitted, upon returning from NB, for one-way travel to NL.

The following are the site administrators for each medical education office in New Brunswick:

Saint John:	Kathy Cline (kathy.cline@horizonnb.ca)
Moncton:	Kelly Bastarache (kelly.bastarache@horizonnb.ca)
Miramichi:	Tara Black (tara.black@horizonnb.ca)
Upper River Valley Hospital:	Darcy Hanson (darcy.hanson@horizonnb.ca)
Fredericton:	Andrea Waugh (andrea.waugh@horizonNB.ca)

NEW PGY 1s (Deadline to submit *travel into province* expense claim is September 30)

TRAVEL INTO THE PROVINCE

Residents coming from outside the province shall receive a travel allowance (personal expenses only) for one-way travel to the province at the start of their residency training program (**expenses incurred upon arrival in the city are not eligible for reimbursement**). The following will be considered for reimbursement, up to a maximum of six hundred dollars ($600):

- Airfare (original boarding pass required); or
- Gas, meals, lodging and ferry; and/or shipping