



Travel Claim Form

Eastern Health 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:				\$	Eastern Health:		\$	

I hereby certify that the expenditures stated in the foregoing account were actually and necessarily incurred on Eastern Health 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**

Eastern Health 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 (mileage/airfare) 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.

- Eastern Health will reimburse a **maximum of \$600** each way for travel.
- Travel claims are to be submitted within 45 days of incurring expenses. Expenses incurred in March should be submitted by April 7 of each fiscal year, to ensure processing in the current fiscal year.
- 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.
- 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.
- Baggage fees and seat selection are not reimbursed.
- Travel will be reimbursed for the day of travel to and from the rotation (not for travel during the rotation).
- Residents **must** complete the travel expense claim form in detail.
 - Forms **must** include the claimant's signature, rotation dates/location, and EH employee number.
 - All receipts must clearly indicate the date and expense (debit slips are not accepted).
 - Mileage and rate are to be calculated. Distances can be Googled and a copy of the printout submitted with your claim. Basic Rate - <https://www.gov.nl.ca/exec/tbs/working-with-us/auto-reimbursement/>
 - Incomplete claims will be returned to the resident.
- 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 Eastern Health.
- 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 dme.accommodations@med.mun.ca.
- Travel to/from orientation is not reimbursed.

New Brunswick Core Rotations:

- Residents must submit the travel expense form and applicable receipts, airfare or gas, for travel reimbursement (one-way 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 Eastern Health 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:	Charlene Page (Charlene.Page@Horizonnb.ca) or Lisa Russell (Lisa.Russell@Horizonnb.ca)
Moncton:	Sarah Morgan (Sarah.Morgan@Horizonnb.ca)
Miramichi:	Stephanie Bohan (Stephanie.Bohan@Horizonnb.ca)
Upper River Valley Hospital:	Deborah Lutes (Deborah.Lutes@Horizonnb.ca)
Fredericton:	Stephanie Suter (Stephanie.Suter@Horizonnb.ca)

NEW Residents: TRAVEL INTO THE PROVINCE

Original receipts must accompany claim.

Deadline to submit *travel into province* expense claim is **September 30 of the applicable academic year**

Residents coming from outside the province shall receive a travel allowance, up to a maximum of six hundred dollars (\$600) for 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: airfare; or gas, meals, lodging and ferry; and/or shipping.