



MAHCP Expense Claim Form

Name: _____

Date: _____

Event: _____

Mailing Address: _____

(if more space is needed please use a second form)

Transportation (8615)					
Description <small>(Mileage, taxi, parking)</small>	Date	Total km.	To/From	Amount \$	Office Use Only Class List
Subtotal Mileage Expenses:				\$	
Meals (8620)					
Description <small>(meals, beverages, and snacks)</small>	Date	Amount			
Subtotal Meals Expenses:		\$			
Accommodations (8600)					
Description	Date				
Subtotal Accommodation Expenses:		\$			
Miscellaneous (8332)					
Description	Date	Amount			
Subtotal Misc. Expenses:		\$			
(add all subtotals) Total Expenses:				\$	

Please complete with receipts attached and return to: MAHCP 101-1500 Notre Dame Avenue, Winnipeg, MB. R3E 0P9

Claimant's Signature: _____ Approved by: _____

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Policy Title: Travel Expenses	Section:	Policy #: 18MEM17

Policy:

Executive Council members, Member Advocates and Members traveling on approved Association business shall have all their expenses paid by the Association.

Procedure:

The Association reserves the right to pre-approve modes of transportation, and requires the submission of an Expense Claim Form with paid receipts for all reimbursement requests.

Members to contact Administrative Assistant to make arrangements. In extenuating situations, payment will be reimbursed for additional expenses with receipts.

A Travel Advance may be requested; this must be done at least two (2) weeks prior to the date of departure.

Transportation

- **Air:** The Association office will book and arrange payment for all authorized air travel. In extenuating situations, payment will be reimbursed to persons who have paid for their own ticket.
- **Ground:** Taxi and/or bus fares will be reimbursed.
- **Mileage:** Personal vehicle use, for authorized Association business, will be reimbursed as per current provincial rates. When traveling between both regions, the higher rate will be paid.

Hotel Accommodations

The Association office will make hotel/accommodation arrangements for individuals traveling on authorized Association business. In extenuating circumstances, individuals may need to book their own accommodations, but are expected to stay at approved unionized hotels, when possible. All accommodation charges should be billed to the Association office, but may be charged to an Association credit card, if available.

Meal Allowance

Meals should be billed to the hotel room as much as possible, or may be claimed with an Expense Claim form, with receipts for the actual amount. Alcoholic beverages will not be reimbursed.

Guidelines for meal reimbursement are as per current provincial rates.