



MAHCP Expense Claim Form

Name: _____
 Date: _____
 Event: _____
 Mailing Address: _____

(if more space is needed please use another form)

(8615) Transportation					
Description (mileage, taxi, parking)	Date	Total kms.	To/From	\$ Amount	Office Use Only Class List
Total Expenses:					

(8620) Meals			
Description (meals, beverages, snacks)	Date	\$ Amount	Office Use Only Class List
Total Expenses:			

(8600) Accommodations (hotel)				
Description (if necessary)	Date	Event	\$ Amount	Office Use Only Class List
Total Expenses:				

(8332) Miscellaneous				
Description	Date	Purpose of Purchase	\$ Amount	Office Use Only Class List
Total Expenses:				

GRAND TOTAL (All Expenses): **\$** _____

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

Claimant's Signature: _____



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Policy Title: Travel Expenses	Policy #: 18EXE17

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.

Moved by: Governance Committee

Approved by: Executive Council	Date Adopted: March 09, 2005	Date Amended: March 8, 2017
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