



MAHCP Expense Claim Form

Name: _____ Date: _____

Event: _____

Mailing Address: _____

(If more space is needed,
please use a second form)

Transportation (parking, mileage, taxi) (8615)					
Description (Mileage, taxi, parking)	Date	Total km.	To/From	Amount \$	Office Use Only Class List
Subtotal Mileage Expenses:				\$	
Meals (8620)					
Description (meals, beverages, and snacks)	Date			Amount	
Subtotal Meals Expenses:				\$	
Accommodations (8600)					
Description (hotel, etc.)	Date			Amount	
Subtotal Accommodation Expenses:				\$	
Miscellaneous (to be coded as applied)					
Description	Date			Amount	
(please 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: _____

Policy Name: Travel Expenses	
Category: Membership	Policy #: 18MEM17

Policy:

Executive Council members, Member Advocates and Members traveling on approved union business shall have all their personal meals, transportation and accommodation expenses paid by the union.

MAHCP 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.

Procedure:

Members to contact MAHCP Office 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 MAHCP 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 union business, will be reimbursed as per current provincial rates plus 2 cents. When traveling between regions, the higher rate will be paid.

Hotel Accommodations

The MAHCP office will make hotel/accommodation arrangements for individuals traveling on authorized **union** 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 MAHCP office, but may be charged to a MAHCP credit card, if available.

Meal Allowance

Meals shall be claimed with an Expense Claim form. Current Provincial rates shall apply if no receipts are submitted. Maximum meal reimbursement amounts with receipts are as follows:

Breakfast	Lunch	Supper	Per diem
\$ 15.00	\$ 20.00	\$ 25.00	\$ 60.00

Out of Province maximum meal reimbursement amounts with receipts are as follows:

Breakfast	Lunch	Supper	Per diem
\$ 20.00	\$ 25.00	\$ 40.00	\$ 85.00

Alcoholic beverages will not be reimbursed.

Amended: August 9, 2023