MAHCP
Manitoba Association of Health Care Professionals

FOR ACCOUNTING USE ONLY

MAHCP
101-1500 Notre Dame Ave
Winnipeg, MB
R3E 0P9

Phone 204-772-0425
Email teresa@mahcp.ca

MAHCP EXPENSE CLAIM

INSTRUCTIONS: Complete and print form, sign and include all receipts

First Name LAST NAME Mailing Address

EVENT DATE	Business Event - State Nature of Expense	VEHICLE MILEAGE South of 53 # KM	$0.52/KM	North of 53 # KM	$0.564/KM	Transportation Airfare / Taxi/ Parking	Hotel	Other Note Expense	Meal Allowance (Receipted) - See Rates on Back Form	Meal Allowance - No receipt required. Claim only while in travel status and only for meals not provided. AMOUNT	DESCRIPTION	TOTAL DAILY COST	FOR ACCOUNTING USE ONLY
										$0.00	Breakfast South $8.64 / North $9.19; Lunch South $10.84 / North $11.39; Dinner South $18.37 / North $19.69	$0.00	
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TOTALS		0.00	$0.00	0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		$ 0.00	

NOTES

I certify that I incurred the amounts shown on this statement on behalf of MAHCP

MEMBER SIGNATURE DATE SIGNED

OFFICE USE ONLY

Approved BY: **SPENDING AUTHORITY SIGNATURE**

CLAIM TOTAL $ **0.00**

Revised 2026/10/01

Print Form Clear Form

MAHCP
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Policy Name	
Travel Expenses	
Category	**Policy Number**
Membership	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 airfare.
- **Ground**: Taxi fares/rideshare fees and/or bus fares will be reimbursed.
- **Mileage:** Personal vehicle use, for authorized union business, will be reimbursed as per current provincial rates plus two (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 and will be 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. If any meals are provided at the meeting/event, then those meals are not eligible to be claimed. Exceptions will be made if a meal is unavailable or not suitable given dietary requirements.

Current Manitoba Provincial rates shall apply if no receipts are submitted.

Within Manitoba and Out of Province maximum meal reimbursement amounts with receipts are below.

Breakfast		Lunch		Supper		Daily Total	
Within MB	Out of Province	Within MB	Out of Province	Within MB	Out of Province	Within MB	Out of Province
$15.00	$20.00	$20.00	$25.00	$25.00	$40.00	$60.00	$85.00

Expenses ***not*** eligible to be claimed:

- Alcoholic beverages.
- Traffic or parking fines, photo radar
- Expenses incurred by persons that are not MAHCP such as a partner, relation or companion.
- Entertainment expenses
- Travel changes due to personal reasons
- In-room movies

Approved By:	Date Adopted:	Date Amended:	Date Rescinded:
Executive Council	March 9, 2005	September 13, 2024	