

Instructions

Travel & Expense Claims for Residents

1. Download the Expense Claim and EFT forms from the intranet site.
2. Complete expense specifics on the Excel form.
3. Fill in the CLAIMANT NAME, MAILING ADDRESS, EMAIL, and DATE sections. **WE WILL FILL IN THE COST CENTRE.**
4. Sign the form under CLAIMANT SIGNATURE (typing is acceptable).
5. Complete the EFT SETUP form to have your reimbursements direct deposited. Attach a void cheque or bank direct deposit form. **This is only required once and will be kept on file.**
6. Send to your department assistant **WITH SUPPORTING RECEIPTS** for approval and they will then forward to meded@nshealth.ca

For any help, please contact us at meded@nshealth.ca

(902)473-1033 or (902)473-6508