

# Instructions

## Travel & Expense Claims for Residents

- 1- Download the expense claim and EFT forms from the intranet site.
- 2- Complete expense specifics on DETAILS tab (1<sup>st</sup> workbook) of the excel file.
- 3- Move to the EXPENSE CLAIM tab (2<sup>nd</sup> in workbook) and you will see any expenses from details tab are auto-filled in this summary tab.
- 4- Fill in DATE, CLAIMANT, and MAILING ADDRESS sections. **WE WILL FILL IN COST CENTRE.**
- 5- Sign the form (typing is acceptable).
- 6- 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.\**
- 7- Send to your department administrator **WITH SUPPORTING RECEIPTS** for approval and they will then forward to [meded@nshealth.ca](mailto:meded@nshealth.ca)

For any help, please contact us at [meded@nshealth.ca](mailto:meded@nshealth.ca)

(902)473-1033    or    (902)473-6508