

Require Travel?

Simple! Follow the required steps before and after travelling below!

Will the Travel be paid by funds held at NSHA?

No

Book your trip! Enjoy!

Yes

Follow steps below

BEFORE TRAVELLING

STEP ONE

Get familiar with the Travel Policy: What can you claim, what can you not claim....

Link to the Travel Policy here:

(Quick Reference Guide on page 2)

STEP TWO

Getting the appropriate approval

All out-of-province & out-of-country travel for PIs & Research employees require VPs approval through the [TravelRequest.doc](#) form prior to travel

Completed forms are sent to: michelle.roden@nshealth.ca

STEP THREE

Once you've received your approved travel request form, you can start booking!

ENJOY YOUR TRAVELS

AFTER TRAVELLING

STEP FOUR

Get your finance forms organized!

PIs, Sub-Investigators, NSHA Employees, etc...

Use [Travel Expense Claim Form](#)

External Parties to NSHA

Use [Requisition for Cheque Withdrawal Form](#)

Documents to attach:

- Travel Expense Claim Form or Requisition for Cheque Withdrawal Form
- Approved TravelRequest.doc & any other approvals (Alcohol, First Class, etc)
- Receipts for travel (Flights, Hotel, Meals, Rental Car, Gas, etc.)
- Credit Card statement (For foreign exchange amounts paid by Card)
- Spreadsheet with receipt numbered and organized (Daily conversion for foreign receipts paid by cash)
- VOID cheque (only required once, only if you would like to be set up for direct deposits. Allows for quicker reimbursements)

***Please note that any missing information causes significant delays in reimbursement**

*****Any missing receipts cannot be reimbursed**

STEP FIVE

Send your forms with receipts to Research Finance at: ResearchFinance@nshealth.ca (Reimbursed quicker)

- Original receipts have to be held for 7 years, **all claims are subject to random audit where original receipts are required.**
- If preferred, you can drop off or send the claim via internal mail to **Bethune Building Room 813 - Research Finance**

Quick Reference Guide to the Travel Policy

Use in conjunction with the Travel Policy, Rates are as of April 1, 2019

All expenses are to be **most economical, cost efficient** options unless otherwise expressly permitted. Must provide receipts, exceptions are: **Parking meters, per Diem meal, incidental expenses, mileage, and private accommodations.**

Meals

- Tips & Gratuity: Reimburse up to 15% as shown on receipt claim
- Where overnight accommodations is authorized, employer pays an allowance for breakfast (claim only when traveling for one hours before recognize time of work), lunch, dinner (claim only when you are not returning to your residence before 6:30pm)
- Employer does not reimburse for meals within Home Base Area.
- Employees do not claim Per Diem for meals provided by event, conference, etc.
- Receipts over and above the Per Diem is reimbursement considering reasonable and justified circumstances

Per diem: Breakfast \$8 max (CAD) Lunch: \$15 max (CAD) Dinner: \$20 max (CAD)

***If meals are > Per Diem rates, receipts must be supplied. Per Diem amounts are in CAD whether international or local travel**

Travel by Plane

- Commercial Transportation: Employer selects the mode, class, and schedule on the basis of cost, convenience and practicality (Economy unless otherwise approved)
- Flights within Nova Scotia require approval (VP)
- Employer has comprehensive insurance policy and does not reimburse for additional coverage.
 - Employer does not pay for any drop-off charges
- Reimburse parking at airport (only if less costly than access via taxi)

Travel by Vehicle/Bus/Taxi

- Commercial Transportation: Employer selects the mode, class, and schedule on the basis of cost, convenience and practicality (Economy unless otherwise approved)
- Limit the use of Taxis to short trips, indicate points of departure and destination
- Driving limits: 300 Km if Full day worked, 450 km ½ day worked, 600 km no work
- Rental vehicle: Employer has an agreement with national car rental (Mid-size unless otherwise approved) – **Claim gas with receipts, not per/km**
- Privately-Owned Vehicles: must get approval to use for out-of-province travel - **Choice of Per/KM or Gas with receipts**
- Parking is not reimbursed for parking at Home Base Site, only during business travel.

Per KM rate: First 400 KM -> 0.4585 thereafter .25 (EX: 450 KM traveled. (400KM*.4585)+ (50KM*.25)= \$195.90

Hotel/Private Accommodations

- Laundry: Can claim laundry if stay is in excess of 5 days (with receipts)
- The use of luxury accommodation will not be authorized
- Private overnight accommodations, Employer reimburses the employee to a maximum of \$40.00 per night
- Combined Travel & Personal Leave/Vacation: NSHA does not reimburse for spouse, family, travelling partners. Limited to allowable costs that would arise if the journey had only been for business purposes.

General & International Travel

- Incidental Expenses: Employer reimburses an allowance of \$5.00 (CAD) per day to cover miscellaneous out-of-pocket expenses
- Can travel by bus, rail, boat, taxi, privately owned vehicle, or rental car (Supervising Administrator determines most economical method)
- Employees are insured by employer for travel outside Canada
- Insurance to cover repairs or replacement of lost/damage luggage is an eligible expense
- When required to take international travel, any required inoculations, vaccinations, x-rays, certificate or health are eligible expenses.
- **Exchange rate for cash purchases is determined with cash slip from banking when funds withdrawn (supply with claim)**