

Resident Travel Expense Claim Instructions

1. Download the “MedEd Travel Expense Claim Form for Residents” form from the intranet site.
2. Fill in the NAME, PROGRAM, MAILING ADDRESS, and EMAIL sections.
3. Complete the expense specifics on the Excel form. For each entry, fill in the date the travel occurred, the “to” and “from” locations (e.g. “Halifax” to “Truro”), the reason for travel (e.g. “mandatory rotation”), expense type (pick from the drop down menu), and either the dollar or kilometer total.
4. Send the claim form, **with supporting receipts**, to your departmental program administrator for approval and they will then forward to meded@nshealth.ca for submission.
5. Once NSH Finance receives the travel claim from Medical Education Services, an automated notification will be sent to your NSH or IWK email (you must be on an internal NSH network to view these claims).
6. Confirmation of the total claim reimbursement amount will be sent to the email address provided on the travel claim form.

For further assistance, please contact us at meded@nshealth.ca