

MILEAGE, PARKING AND OTHER EXPENSE CLAIM FORM

Name	Employee Number	Position
Home Address	Primary RHA Office (check off the RHA that applies)	
	<input type="radio"/> Interlake (233A Main St, Selkirk) <input type="radio"/> Northern (84 Church St, Flin Flon) <input type="radio"/> Prairie Mountain (192-1 Ave W, Souris) <input type="radio"/> Southern (180 Centenaire Dr, Southport) <input type="radio"/> Winnipeg (155 Carlton St, Winnipeg)	
Phone Number	Email Address	
Employee Signature	Date	

1. Mileage
 *Distance Travelled = If travelling within the region, the most direct route between your original clinic site and your temporary assigned clinic site. If travelling outside the region, the most direct route between your RHA Corporate Office and your temporary assigned clinic site.

Date	From (Origin)	To (Destination)	Miles
Total =			\$ _____

2. Parking (Receipts required)

Date	Location	Amount
Total =		\$ _____

3. Per Diem (Claim for each full day (24 hours) in travel status in lieu of individual meal claims. Refer to Travelling Navigator and Immunizer Handbook for maximum rates)

Date	Location	Rate
Total =		\$ _____

4. Meal Allowance (In travel status only)

Date	Location	Amount
Total =		\$ _____

CODING					
Cost Centre	Cost Centre Name	Expense Code		Expense Code Name	Amount
TOTAL CLAIM					

Initiated By (Print) – if not claimant	Phone Number	Date
Authorized By (Print)	Authorized Signature	Date

All Shared Health Employees (Clinical, Non-Clinical, Clinic Managers) should sign and forward claim forms to their Regional Manager or Designate of their assigned vaccine clinic for coding and approval.

Instructions

I. TRAVEL STATUS

If you are in Travel Status, you are eligible to claim mileage, parking, per diem, and/or meal allowance.

If you are not in Travel Status, you are eligible to claim for mileage and parking if you use your own vehicle and if you work in a region other than the WRHA, or work in the WRHA but are being deployed to another region.

You are in Travel Status if all of the following applies:

1. You are being assigned to a clinic site which is **greater than 150km away** from your primary RHA corporate office.
2. You are working at the clinic site for **two or more consecutive days**.
3. You are on **Employer-approved** deployment.

II. CALCULATING MILEAGE

For Winnipeg Staff

Mileage claim will be calculated based on the distance from 155 Carlton Winnipeg MB (RHA Corporate Office) to the temporary assigned clinic site.

Note: WHRA staff may only claim mileage and parking if travelling outside the WRHA.

For Shared Health Staff in the Region

If travelling **within** the region:

Step 1: Determine the distance in kilometres between your original clinic site and your temporary assigned clinic site. Use the most direct route. This is your eligible Distance Travelled.

Step 2: _____ km (Distance Travelled) x 0.41 (Mileage Rate) = \$ _____ (Amount Claimed)

If travelling **outside** the region:

Step 1: Determine the distance in kilometres between your RHA corporate office and your temporary assigned clinic site. Use the most direct route. This is your eligible Distance Travelled.

Step 2: _____ km (Distance Travelled) x 0.41 (Mileage Rate) = \$ _____ (Amount Claimed)

III. MEAL ALLOWANCE

Meal allowance includes claims for Breakfast, Lunch, Dinner, and Incidentals. Refer to page 11 of the Travelling Navigator and Immunizer Handbook for maximum rates and time requirements.