

Claim Form

Vitalité - Expenditures and Claims - Board of Directors

Vitalité Health Network

Name: _____
 Mailing address: _____

I. TRAVEL EXPENSES

Reason for travel

- Board of Directors : Date : _____ Governance and Nomination Committee : Date : _____
 Finance and Audit Committee Date : _____ Care Quality and Patient Safety Committee Date : _____
 Strategic Research and Training Committee: Date : _____ Other : _____ Date : _____
 Other : _____ Date : _____ Other : _____ Date : _____

PRINT IF COMPLETE AND PLEASE ATTACH ALL RECEIPTS.

A. Kilometrage allowance

Travel	Date	From	To	Km	Rate	Total
1					\$0.50	
2					\$0.50	
3					\$0.50	
4					\$0.50	

B. Meal allowance

Within the province				Outside the province			
# of meals	Rate	Subtotal		# of meals	Rate	Subtotal	
Breakfast	\$10.25			Breakfast	\$13.60		
Lunch	\$14.35			Lunch	\$16.30		
Dinner	\$26.60			Dinner	\$32.65		
or daily allowance	\$51.20			or daily allowance	\$62.55		

C. Accommodation

of days _____ Total bill _____ \$

D. Car rental

of days _____ Total bill _____ \$
 (if applicable) Gasoline _____ \$

E. Related expenses

Rate _____ \$5.00 # of nights _____

F. Other travel expenses

Description: _____ Total bill _____ \$
 _____ \$
 _____ \$

TOTAL TRAVEL EXPENSES

TOTAL =>

II. EXPENSES NOT RELATED TO TRAVEL

Description: _____ Total bill _____ \$
 _____ \$
 _____ \$
 _____ \$

TOTAL EXPENSES NOT RELATED TO TRAVEL

TOTAL =>

III. PER DIEM EXPENSES

Half-day _____ \$250.00 # of days _____
 Full day _____ \$500.00 # of days _____

TOTAL EXPENSES PER DIEM

TOTAL =>

TOTAL EXPENSES CLAIMED

GRAND TOTAL =>

I certify that these expenses are accurate and were incurred while conducting hospital business only.

Signature _____ Date: _____

Verified and approved _____ Date: _____

****All claims will be paid in Canadian dollars, unless otherwise specified.

American \$ _____

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For Accounting's use only

Distribution	Amount	Distribution	Amount
HST	_____		_____
	_____		_____

Relevé de kilométrage (aller simple) / Kilometre Chart (one-way trip)

	Bathurst	Campbellton	Caraquet	Dalhousie	Edmundston	Grand-Sault	Lamèque	Moncton	Ste-Anne-de-Kent	Saint-Quentin	Tracadie-Sheila
Bathurst		105	85	100	305	285	117	220	156	237	86
Campbellton	105		180	26	199	179	215	321	258	98	178
Caraquet	85	180		170	375	353	42	255	182	270	36
Chalottetown	340	445	376	435	605	544	384	165	187	537	342
Dalhousie	100	26	170		220	190	209	305	251	109	171
Edmundston	305	199	375	220		65	407	444	545	105	414
Fredericton	255	354	287	347	270	212	295	176	192	294	252
Grand-Sault/Grand Falls	285	179	353	190	65		391	379	446	103	354
Halifax	465	563	497	556	724	638	505	260	307	658	463
Kedgwick	127	79	252	90	125	101	290	398	394	55	252
Lamèque	117	215	42	208	407	391		263	200	310	48
Miramichi	80	180	113	173	375	393	122	143	83	309	110
Moncton	220	321	255	305	444	379	263		70	452	220
Montréal	845	742	916	753	547	606	954	984	898	613	916
Ottawa	1000	934	1107	945	760	798	1146	1176	1089	805	1108
Québec	610	516	689	527	317	380	727	757	809	387	689
Sackville	254	352	286	345	488	427	294	43	95	482	251
Saint John	373	473	407	466	375	312	415	153	217	436	372
Shediac	195	296	230	280	469	404	238	25	45	477	195
Sherbrooke	810	724	897	735	525	588	935	955	876	595	897
St. Andrews	400	493	425	474	443	285	433	245	69	409	391
Ste-Anne-de-Kent	156	258	192	251	454	446	200	70		353	157
Saint-Quentin	237	98	270	109	105	103	310	452	353		271
Toronto	1360	1281	1464	1292	1090	1145	1492	1522	1440	1152	1454
Tracadie-Sheila	86	178	36	171	414	354	48	220	157	271	
Truro	375	474	407	467	611	549	416	170	218	567	373
Woodstock	360	288	462	299	172	111	400	273	333	192	253