

# Best Practice Champions Network®

## Request for Travel Expense Reimbursement

RNAO and the Best Practice Champions Network are actively seeking participation from nurses throughout all regions of Ontario. To facilitate accessibility, RNAO is pleased to offer Travel Reimbursement for RNs, RPNs and nursing students who must travel 25 km or more (one way) to attend a workshop.

Funding for the Best Practice Champions Program, including all travel reimbursement, is provided by the Government of Ontario's Ministry of Health and Long Term Care. Participants are encouraged to travel as economically as possible and to reduce costs by booking early and sharing transportation and/or accommodation.

**The Travel Reimbursement Process is as follows:**

- Step one:** Submit a completed registration form for the workshop of your choice before the deadline noted
- Step two:** Submit a completed *Request for Travel Expense Reimbursement* (this form) before the deadline noted.
- Step three:** After the workshop, submit an itemized *Expense Claim Form* and attach any applicable receipts.
- Step four:** Reimbursement cheque will be sent by mail 2-4 weeks after the *Expense Claim Form* is received by RNAO.

Please send completed forms to Kyle Dieleman at [kdieleman@rnao.ca](mailto:kdieleman@rnao.ca) / Fax: 416 599-1926.

|   |                                 |
|---|---------------------------------|
| <b>Name of Participant(s) (Groups travelling together may submit one form, indicating one individual to receive payment):</b> |                                 |
| <b>Organization/Affiliation:</b>  |                                 |
| <b>Email Address:</b>   | <b>Phone Number:</b>            |
| <b>From what address are you travelling/departing?</b>  |                                 |
| <b>To what address should payment be sent?</b>  |                                 |
| <b>What workshop(s) will be attended?</b>   |                                 |
| <input type="checkbox"/> Woodstock  | June 4, 2013      Level 1       |
| <input type="checkbox"/> Sioux Lookout  | June 26, 2013      Level 1      |
| <input type="checkbox"/> Sioux Lookout  | June 27, 2013      Level 2      |
| <input type="checkbox"/> Owen Sound   | July 31, 2013      Level 1      |
| <input type="checkbox"/> Toronto  | September 6, 2013      Level 1  |
| <input type="checkbox"/> Belleville   | September 16, 2013      Level 2 |
| <input type="checkbox"/> Mississauga  | September 18, 2013      Level 1 |
| <input type="checkbox"/> Thunder Bay  | October 3, 2013      Level 1    |
| <input type="checkbox"/> Thunder Bay  | October 4, 2013      Level 2    |
| <input type="checkbox"/> Timmins  | October 8, 2013      Level 1    |
| <input type="checkbox"/> Windsor  | October 31, 2013      Level 1   |
| <input type="checkbox"/> Ottawa   | November 22, 2013      Level 2  |
| <input type="checkbox"/> Barrie   | November 25, 2013      Level 2  |
| <input type="checkbox"/> Brampton   | December 11, 2013      Level 1  |
| <input type="checkbox"/> Chatham  | January 16, 2014      Level 1   |
| <input type="checkbox"/> Newmarket  | January 22, 2014      Level 2   |

Other Please indicate: \_\_\_\_\_

**If you are attending a workshop other than the one located closest to your place of work/residence, please explain why:**

\_\_\_\_\_

\_\_\_\_\_

**What Type of Expenses will you incur?**

**Transportation:**

**Mileage (includes parking) – Please indicate total km: \_\_\_\_\_**

- Minimum 25 km one way / 50 km round trip.
- Mileage is provided at \$0.40/km (Southern Ontario) / \$0.41/km (Northern Ontario).
- A route map (google map or mapquest) must accompany all *Expense Claim Forms*.

**Transit (Bus/Train) – Please indicate total anticipated cost of ticket: \$ \_\_\_\_\_**

**Please estimate any other costs (ie taxi to train station): \$ \_\_\_\_\_**

**Please indicate departure and arrival cities: \_\_\_\_\_ / \_\_\_\_\_**

**Flight** – Please call us to discuss all flight requests.

**Accommodation (includes meals) – Please indicate check in date: \_\_\_\_\_**

**Please indicate check out date: \_\_\_\_\_**

- Only Standard and Accessible rooms are eligible for reimbursement (no suites).
- Participants are encouraged to share accommodation (double occupancy) where possible.
- Participants granted funding for accommodation are automatically granted up to \$25/day for meals outside the workshop.
- In most cases, participants are expected to return home following the workshop, however those travelling longer than average distances may request additional nights' accommodation.

**Other: (for example: parking without mileage, rental car, assistive devices not available at venue):**

**Please describe the cost and provide an estimate of total funding required:**

\_\_\_\_\_

\_\_\_\_\_

**Any inquiries regarding the Best Practice Champions Network or this form should be directed to:**

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