



**NEWFOUNDLAND AND LABRADOR
MEDICAL ASSOCIATION**

Expense Claim Form (Members)

Available Online www.nlma.nl.ca/nlma/forms

Instructions Use this form to claim expenses for an NLMA member. If claiming expenses for more than one purpose (e.g., multiple trips), separate forms must be used.

Claimant				
<i>Name</i>		<i>NLMA Number</i>		
<i>Purpose</i> (Meeting name, conference title, project)		<i>Location</i>		
		<i>Date(s)</i>		
Expenses				
Type	Description	Rate	Quantity	Amount (CAD)
<i>Travel</i>	Air (w/ seat/baggage fees)	As per receipts		\$
	Taxi, train, subway, bus, ferry	As per receipts		\$
	Rental car (w/ fuel)	As per receipts		\$
	Mileage	\$0.50/km		\$
	Parking	As per receipts		\$
<i>Accommodations</i>	Hotel (w/o meals & incidentals)	Up to \$225/night		\$
	Private residence	\$40/night		\$
<i>Meals & Incidentals</i> (Reduce per diems to reflect included/provided meals)	Breakfast per diem	\$15/meal		\$
	Lunch per diem	\$20/meal		\$
	Dinner per diem	\$30/meal		\$
	Incidentals per diem	\$10/day		\$
<i>Registration</i>		As per receipts		\$
<i>Other</i>				
<i>Claim Total</i>				\$
Signature				
<i>Claimant</i>		<i>Date</i> (DD/MM/YY)		

Eligibility/Guidelines on reverse...

Return To

Newfoundland and Labrador Medical Association

164A MacDonald Dr., St. John's, NL, Canada, A1A 4B3 | **Fax** (709) 726-7525 | **E-mail** nlma@nlma.nl.ca

This paper form may be submitted electronically via e-mail attachment (PDF only)

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Notes	
<i>Comments</i> (Invoice third-party instructions)	

Eligibility

Unless stated otherwise by an NLMA representative, expenses are only payable to an NLMA member in good standing for participation in the following:

- **NLMA Board Meetings**
- **NLMA Standing Committees** Governance and Policy; Finance and Administration; External Relations; Membership Support
- **NLMA Advisory Councils** Physician Wellness Advisory Council; Rural Physicians Advisory Council; IMG Advisory Council
- **NLMA Sub-Committees** PSLC; CPSNL-NLMA Joint Committee; By-Laws Committee
- **NLMA Ad Hoc Committees** With prior approval.
- **CMA General Council** Delegates attending the CMA General Council are eligible for expenses.
- **NLMA AGM** Delegates attending the NLMA AGM are NOT eligible for expenses; members attending other eligible meetings during the NLMA AGM are eligible for expenses associated with attending that meeting portion ONLY.

Guidelines

- **Deadline** Claims must be submitted within six (6) weeks of eligibility to avoid possible rejection. All claims for a given year MUST BE submitted by January 31 of the following year.
- **Airfare** Airfare should be most economical at time of booking; economy class preferred (i.e., Tango on Air Canada, Econo on Westjet); premium economy class when additional benefits such as complimentary seat selection or lower change fee makes economic sense (i.e., Flex on Air Canada, Flex on WestJet); if other classes booked (i.e., Latitude or Business Class on Air Canada, Plus on WestJet), or if optional stopover increases fare, provide comparable documentation for lowest fare; preferred seat selection is not reimbursable for travel within NL/NS/PE/NB/QC/ON, but is for travel to/from outside this area (i.e., Preferred on Air Canada, Plus on WestJet, bulkhead/exit rows); advanced seat selection is reimbursable (as per receipt or \$10/flight segment otherwise); first checked baggage fee is reimbursable (subsequent bags are not); change fees are reimbursable; travel insurance is not reimbursable; do not include meals; costs of alternate travel modes, including additional honoraria and expenses, should not exceed corresponding airfare where available; receipts must include booking references.
- **Rental Cars** Total rental car cost, including fees and fuel, should not exceed costs of alternate travel modes. The NLMA carries insurance coverage on rental cars up to a \$75,000 replacement value provided the purpose is the business of the NLMA (i.e., not personal). The policy is in the name of the 'Newfoundland and Labrador Medical Association' and the rental agreement must reference the NLMA in addition to the driver. Under these conditions, Loss Damage Waiver (LDW), Personal Accident Insurance (PAI), and Personal Effects Protection (PEP) insurance may be declined. NLMA-issued credit cards do not provide rental car insurance on their own, but your personal card may if used to book.
- **Mileage** Mileage is reimbursed at \$0.50/km.
- **Hotels** Hotels are reimbursed up to \$225/night (room rate only, not including taxes/fees). Receipts are required. Room rate and associated taxes only, do not include meals/incidentals.
- **Private Residence** Accommodation in a private residence is reimbursed at \$40/night.
- **Meals** Meal per diems are provided at \$15/breakfast, \$20/lunch, and \$30/dinner, and includes alcohol. Receipts are not required, but per diems must be reduced to reflect provided meals.
- **Incidentals** Incidental per diems are provided at \$10/day and cover items not included under other expense categories such as in-room telephone/personal cell charges, Internet access, in-room movies, and between meal snacks. Receipts are not required.
- **Payment** Payment by direct deposit is preferred; please use a separate Direct Deposit Application Form to start, cancel, or change direct deposit information.
- **Deviations** Deviations from the above must be pre-approved where possible and supported by explanations in the Comments section.

Assistance For assistance, please contact J. David Mitchell, Director, Administration & Membership at (709) 726-7424 (301), (800) 563-2003 (301) or dmitchell@nlma.nl.ca.