

### Checklist for Travelling Staff

**1. NOT IN TRAVEL STATUS – For immunization employees deployed to a clinic site within or outside the region who use their own vehicle (NOTE: WHRA staff may only claim mileage if travelling outside the region)**

Eligible Claim	Policy	How to Claim
Mileage and Parking Expense Claim	<p><u>For Winnipeg Staff</u></p> <p>Mileage claim will be calculated based on the distance from 155 Carlton Winnipeg MB (original work area) to the clinic site. The most direct route shall be used for the calculation. WRHA staff are only eligible to claim mileage and parking for travel outside the WRHA.</p> <p><u>For Shared Health Staff in the Region</u></p> <p>Mileage claim will be calculated as follows:</p> <ul style="list-style-type: none"> <li>• If employee is travelling within the region, mileage will be calculated based on the distance between their original work area and assigned clinic site (km).</li> <li>• If employee is travelling outside the region, mileage will be calculated based on the distance between their RHA corporate office and</li> </ul>	<p><b>Shared Health Employees</b></p> <ul style="list-style-type: none"> <li>• Complete the expense claim form</li> <li>• Indicate their mileage information or any claims, including receipts if applicable.</li> <li>• Sign and forward the claim forms to Regional Manager of Designate</li> </ul> <p><b>Regional Manager or Designate</b></p> <ul style="list-style-type: none"> <li>• Regional managers will review the details on the claims, provide Cost Centre and Expense code</li> <li>• If approval is via email, please indicate the amount that is being approved.</li> <li>• <b>Indicate the claim amount in the subject line</b></li> </ul> <p><b>For Winnipeg</b> Staff submit completed form and receipts to Corporate Services: <a href="mailto:VITFExpenses@sharedhealthmb.ca">VITFExpenses@sharedhealthmb.ca</a> Subject: Expense Claims Attention: Lisa St. Pierre</p> <p><b>For Regional Staff</b> Regional staff submit completed to Regional Managers.</p>

	<p>assigned clinic site (km).</p> <p>The most direct travel route shall be used for calculation.</p> <p>Mileage Rate: \$ 0.41 per km</p>	
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**2. IN TRAVEL STATUS - For immunization employee deployed to other clinic site which is greater than 150km away from their primary RHA corporate office (one-way trip), in a different region or within their region, for two or more consecutive days (NOTE: WHRA staff may only claim mileage if travelling outside the region)**

Eligible Claim	Policy	How to Claim
Mileage and Parking Expense Claim	<p><u>For Winnipeg Staff</u></p> <p>Mileage claim will be calculated based on the distance from 155 Carlton Winnipeg MB (original work area) to the clinic site. The most direct route shall be used for the calculation. WRHA staff are only eligible to claim mileage and parking for travel outside the WRHA.</p> <p><u>For Shared Health Staff in the Region</u></p> <p>Mileage claim will be calculated as follows:</p> <ul style="list-style-type: none"> <li>If employee is travelling within the region, mileage will be calculated based on the distance between their original work area and</li> </ul>	<p><b>Shared Health Employees</b></p> <ul style="list-style-type: none"> <li>Complete the expense claim form</li> <li>Indicate their mileage information or any claims, including receipts if applicable.</li> <li>Sign and forward the claim forms to Regional Manager of Designate</li> </ul> <p><b>Regional Manager or Designate</b></p> <ul style="list-style-type: none"> <li>Regional managers will review the details on the claims, provide Cost Centre and Expense code</li> <li>If approval is via email, please indicate the amount that is being approved.</li> <li><b>Indicate the claim amount in the subject line</b></li> </ul> <p><b>For Winnipeg</b> Staff submit completed form and receipts to Corporate Services: <a href="mailto:VITFExpenses@sharedhealthmb.ca">VITFExpenses@sharedhealthmb.ca</a> Subject: Expense Claims</p>

	<p>assigned clinic site (km).</p> <ul style="list-style-type: none"> <li>If employee is travelling outside the region, mileage will be calculated based on the distance between their RHA corporate office and assigned clinic site (km).</li> </ul> <p>The most direct travel route shall be used for the calculation.</p> <p>Mileage Rate: \$ 0.41 per km</p>	<p>Attention: Lisa St. Pierre</p> <p><b>For Regional Staff</b> Regional staff submit completed to Regional Managers.</p>
Per Diem	<p>For each full day in travel status, immunization employees may claim a Per Diem Allowance <i>in lieu of individual meal claims</i> to cover the cost of purchased meals. Refer to Appendix A for Meal and Per Diem Allowance rates.</p>	
Meal Allowance	<p>Immunization employees who are in travel status are eligible to claim the actual cost of purchased meals up to the maximum amounts set by Shared Health.</p> <p>Refer to Appendix A for the eligibility claims and rates.</p>	
Incidental Allowance	<p>Immunization employees are eligible to claim for incidental allowance to cover all incidental expenses provided staff are away for 24-hour period and in travel status.</p>	

<p>Travel Time</p>	<p>Immunization employees who are assigned to other clinic sites within and outside the region and who are in travel status are eligible to be paid for travel time. Travel time will be considered time worked. Staff can claim travel time hours outside the official hours of work.</p> <p>Scheduling Team will include the travel time in staff schedule in Deputy to be included in the payroll who are in travel status.</p>	<p><b>Scheduling Team</b></p> <ul style="list-style-type: none"> <li>• Determines if the employee is entitled for the travel time</li> <li>• Includes the travel time hours in the schedule</li> <li>• Travel time will be included in the payroll.</li> </ul> <p><b>NOTE to Shared Health Employees</b></p> <ul style="list-style-type: none"> <li>• Travel time is not considered as an expense, therefore cannot be claimed in the expense claim form.</li> </ul>
<p>Air Travel and Accommodation</p>	<p>If Regions require immunization employees to travel to their respective region to support the vaccination efforts, that Region is responsible for scheduling commercial flight for staff in economy class only.</p>	

**Contact Information**

- VITF Expense Claim - [VITFExpenses@sharedhealthmb.ca](mailto:VITFExpenses@sharedhealthmb.ca)
- VITF Timekeeping - [Covid-19CentralTimekeeping@sharedhealthmb.ca](mailto:Covid-19CentralTimekeeping@sharedhealthmb.ca)