

## NOTICE OF CHANGE TO POLICY

**POLICY:** Travelling Immunizer and Navigator Travel Expense Claim Policy

**EFFECTIVE DATE:** For Travel and Expense Claims on or after **June 26, 2021**

### **SUMMARY OF CHANGES:**

- To simplify the expense claim process, the Vaccine Implementation Task Force has launched a **NEW** [expense claim form](#) and a [Checklist for Travelling Staff](#) designed to assist with the calculation of eligible travel related expenses. The new expense claim form **must** be used to claim all expenses as of July 16, 2021.
- Eligibility criteria for **mileage** and **parking** expenses has been expanded to include travel **within** primary RHA, with the exception of the WRHA.
  - Prior policy stipulated travel must exceed 150km **and** location travelled to must be **outside** primary RHA.
- Eligibility criteria for **air travel** and **accommodation arrangements** has been expanded to include travel exceeding 150km (one-way trip) **within** primary RHA when assigned two or more consecutive shifts.
  - Prior policy stipulated travel must exceed 150km **and** location travelled to must be **outside** primary RHA.

**\*\***These changes are effective as of **June 26, 2021** and will not be retroactively enforced.**\*\***

**\*\*\***Please see [Checklist for Travelling Staff](#) for more travel expense claim details and a step-by-step guide on how to claim expenses. **\*\*\***