

# ERCC TRAINER TRAVEL EXPENSE CLAIM FORM

ERCC Trainers who traveled more than 100 kilometres or 2 hours one way from their Long-Term Care home to the location of the in-class workshop are eligible for reimbursement of travel expenses based on the [Travel, Meal and Hospitality Expenses Directive](#) of the Ontario Ministry of Health & Long Term Care.

Claims for reimbursement of travel expenses must be submitted **within 30 days** of completing the ERCC Trainer Course.

- **Original and itemized receipts for parking, accommodation and meals must be submitted.**
- Missing receipts or incomplete/illegible information will result in a delay in approving the claim.
- Approved expenses will be reimbursed by cheque and mailed directly to the Long-Term Care home at the address provided below.

**PLEASE NOTE: Submissions must be received prior to March 31, 2019 to be considered.**

**PLEASE PRINT CLEARLY OR FILL OUT ELECTRONICALLY**

**LEAD CONTACT**

NAME: \_\_\_\_\_ WORK TITLE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_ EXT: \_\_\_\_\_

**LONG-TERM CARE HOME**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/PROVINCE: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

PARENT ORGANIZATION (IF APPLICABLE): \_\_\_\_\_ LHIN: \_\_\_\_\_

**Please mail the completed form (including page 2) to:**

**Schlegel-UW Research Institute for Aging  
ATTN: PSW Education Fund for Long-Term Care  
250 Laurelwood Drive  
Waterloo, Ontario, N2J 0E2**

**Questions? For more information...  
E-MAIL: [info@pswfundltc.ca](mailto:info@pswfundltc.ca) CALL: 519-904-0660 x. 4116**

Terms and Conditions

*All items and amounts are non-negotiable. No other items and/or amounts will be considered. This information is subject to random audit by Schlegel-UW Research Institute for Aging; Ontario Centres for Learning, Research and Innovation in Long-Term Care; Conestoga College; and/or the Ministries and Agencies of the Government of Canada, Government of Ontario. Any decisions concerning the allocation of funding in connection with the Education Fund is at the Ministry's sole discretion. The submission of any application or any other information by an Eligible Organization in connection with the Education Fund does not entitle that organization to the receipt of any funding or otherwise bind the Ministry to provide any funding to that organization. Any misrepresentation of funding may result in the reclaim of funding. The Education Fund will only reimburse eligible funding for PSWs prior to March 31, 2019.*

**A) MILEAGE**

Mileage is reimbursed at the rate of \$0.40 per km. in Southern Ontario, and \$0.41 per km. in Northern Ontario. Claims for air travel are not permitted.

ERCC TRAINER - FULL NAME	DATE			FROM (LTC Home)	TO (In-class Workshop)	# OF KMS	AMOUNT
	MONTH	DAY	YEAR				
							\$
							\$
							\$
							\$
<b>TOTAL MILEAGE:</b>							<b>\$</b>

**B) PARKING (Attach original receipts)**

ERCC TRAINER - FULL NAME	DATE			LOCATION	AMOUNT
	MONTH	DAY	YEAR		
					\$
					\$
					\$
					\$
<b>TOTAL PARKING:</b>					<b>\$</b>

**C) ACCOMMODATION (Attach original receipts)**

Eligible accommodation is one-night single accommodation in a standard room.

ERCC TRAINER - FULL NAME	DATE			HOTEL NAME	AMOUNT
	MONTH	DAY	YEAR		
					\$
					\$
					\$
					\$
<b>TOTAL ACCOMMODATION:</b>					<b>\$</b>

**D) MEALS (Attach original itemized receipts)**

Maximum daily meal reimbursement rates per ERCC Trainer are: Breakfast -- \$10.00  
Lunch -- \$12.50  
Dinner -- \$22.50

These rates are an allowance and include taxes and gratuities.  
Alcohol is not eligible for funding.

ERCC TRAINER - FULL NAME	DATE			BREAKFAST \$10.00 Max.	LUNCH \$12.50 Max.	DINNER \$22.50 Max.	TOTAL MEALS
	MONTH	DAY	YEAR				
							\$
							\$
							\$
							\$
<b>TOTAL MEALS:</b>							<b>\$</b>

<b>TOTAL EXPENSE CLAIM:</b>							<b>\$</b>
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