

Manual of Administration

TOPIC: Finance	SUBJECT: Northern Travel Grant	Code: FN130
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PURPOSE: To clarify the procedure for submission of a Northern Travel Grant Application, and processing of reimbursements.

PROCEDURE:

1. Staff assigned to accompany an individual for out-of-town medical appointments to a physician specialist or health facility, which is eligible for a Northern Health Travel Grant, shall complete an "Application for Northern Health Travel Grant".
2. The "Companion" staff member is to provide a photocopy of the completed Northern Health Travel Grant Application to Finance prior to submission.
3. Staff are to complete the application according to instructions. Under Section 5 (Companion), the staff is to insert their own name, but provide the address of Avenue II under "Mailing Address", so that any reimbursement cheque received from the Northern Health Travel Grant will come to our office, but in the staff's name.
4. Any such reimbursement is offsetting revenue against the expenses already covered by Avenue II. As such, the staff will be required to endorse the Travel Grant cheque for deposit to the credit of Avenue II.