

## **Reimbursement of Expenses Guidelines: Nursing Leadership, The Working Mind and Non-Violent Crisis Intervention Training.**

### **Reimbursement of Expenses:**

#### **Guidelines**

Funds have been made available through the Department of Health and Wellness to support training for the delivery of the Nursing Leadership, The Working Mind Program (TWM) and the Nonviolent Crisis Intervention (CPI) programs over the period April 1, 2019 to March 31, 2020. Organizations are entitled to apply for reimbursement of backfill staffing coverage and mileage reimbursement for direct care staff members.

Applications for expense reimbursement will be approved subject to the budget available and will take into consideration equal distribution across the sector.

Funding is available on a bill-back basis and is intended to cover staffing backfill expenses, inclusive of benefits, for direct care staff only. MERCS to be reimbursed with all participants supports effective April 1, 2019. Backfill staffing costs will be approved in accordance with the Department of Health and Wellness Average Salary Range for the sector. Backfill staffing costs will be reimbursed for the actual length of the training session (8 hours full day training and 4 hours half day training).

Participants qualify for reimbursement of mileage if travelling more than 40 kms from the facility or agency office in the case of home support, to the training location at the provincial government mileage rate of 45.85 cents per km.

#### **Process:**

Request for reimbursement of expenses will be submitted by the Organization, to the Health Care Human Resource Sector Council for approval as follows:

1. Organizations will complete the Training Claims Submission Form located on

the Health Care Human Resource Sector Council's website

<https://hcsc.ca/training-claims/>

2. All Reimbursement forms are required to be completed in full, including the facility/organization, participant name and position, union or non-unionized workplace, hourly rate, training location and date.
3. Request for reimbursement must be submitted within 2 weeks of the training date.
4. Request for mileage will be submitted by the Organization in the designated area of the Reimbursement Form, indicating the name of the participant.
5. Reimbursement will be sent to the organization. Individual participant claims will not be accepted.
6. Payments will be issued by cheque and mailed within 14 days of submission and approval of the Reimbursement Form.