



**Department of Health and Wellness
Continuing Care Branch**

P.I.E.C.E.S. Education Reimbursement

Following completion of P.I.E.C.E.S. Education Programs, the submission of a participant Practical Assignment (for 24-hr Program Participants), and Final Evaluation, organizations may make the following reimbursement claims:

1. Travel

- Participants are eligible to receive reimbursement for mileage if they must travel outside of the community that their workplace is located in to attend an education session.
- The reimbursement rate for a personal vehicle use is 0.4379/km. You must provide details of claimed mileage (to and from location, # of kilometers traveled, dates traveled), on the form provided.
- Where hotel costs are claimed, for either/both of the education sessions, the participant will be reimbursed for one round trip per session (see accommodations for further details).

2. Accommodations

- Participants are eligible for overnight stay if they must travel more than 150 km, each way, to attend an education session.
- Hotel accommodation will be permitted for 1 night for Leadership and Performance Improvement Program participants. For the 24-hour program accommodations are permitted up to 2 nights during the first education session and 1 night for the second education session. Reimbursements will include economy room and taxes only, up to the amount of \$130.00 per night. Room service, gratuities, valet parking and personal expenses will not be covered.

3. Meals

- Two nutrition breaks and lunch will be provided each of the education days.
- The only meal costs that will be reimbursed are breakfast and dinner for each night the participant stays in a hotel.
- Reimbursement for breakfast (\$8.00) and dinner (\$20.00) will be provided up to a maximum of \$28.00 per day including taxes. There will be no reimbursement for alcoholic beverages.

4. Other important information!

- Arrangements for travel and accommodation are the responsibility of the sponsoring organization.
- Participants completing less than three days of the education program **will not be reimbursed**. If for some reason, the participant cannot attend the final one-day session, you will not be able to claim expenses for the initial two days attended. No substitutes are allowed.
- Original, itemized receipts for ALL expenses**, other than car mileage, **must accompany your claim** for it to be accepted. **Debit and credit card slips are not original receipts**. Expenses are allowed only if they directly relate to attendance and participation at the workshop. Unreasonable costs of any kind will not be honored.

PLEASE READ CAREFULLY - CLAIM FORMS THAT DO NOT FOLLOW THE ABOVE POLICY AND PROCEDURES WILL BE RETURNED TO YOU FOR CORRECTION.

Claims and all original receipts must be submitted within four weeks of final education session to:

Joanne Collins
Coordinator Challenging Behaviour Program
Continuing Care Branch, Nova Scotia Department of Health and Wellness, Barrington Tower,
PO Box 488 Halifax, NS B3J 2R8