

FAQ: Travel Expenses Claim

Provincial Travel Nurse Team (PTNT)

1. What is travel reasonability?

Travel reasonability is assessed before assignments are finalized. Nurses are expected to self-assess travel time and rest periods to ensure safe practice, personal wellbeing, and patient safety.

2. When do I need to submit my expense claim?

Expense claim forms must be submitted within 30 days of completing the assignment. Claims older than 30 days should be discussed with your manager.

3. What should I check before submitting my claim?

- Expenses are eligible under the collective agreement.
- Expenses were incurred by you and specifically for the assignment.
- Expenses are not reimbursed by another employer or organization.
- Shared expenses are claimed appropriately and only once.

4. How do I claim accommodation if I share with another nurse?

- Accommodation is usually arranged by the site.
- If PTNT nurses arrange and share accommodations independently, only one nurse may claim the flat-rate private accommodation reimbursement.
- All accommodation plans must be pre-approved when the assignment is awarded.

5. If I carpool with another PTNT nurse, who claims mileage?

Only one individual may submit a mileage claim.

6. Can I claim mileage if I did not drive home between shifts?

No. Only mileage actually incurred may be claimed.

7. Can I submit a claim if another employer or agency reimburses costs?

No. Expenses can only be claimed through PTNT if they meet collective agreement criteria and are not reimbursed elsewhere.

8. Who do I contact if I have questions?

Please contact your manager for guidance on eligible expenses or completing your claim.