

HealthPartners - PartenaireSanté Volunteer Speakers Bureau – Travel Reimbursement Form

Your valuable contribution to the HealthPartners Volunteer Speakers Bureau is greatly appreciated. To ensure accurate reimbursement for your travel expenses, please email clear pictures or scanned copies of parking and or taxi receipts directly to **Chris Robinson** at crobinson@healthpartners.ca, with the provided form below. For mileage reimbursements, complete the provided form and email it to the same address. Your dedication is highly valued and contributes significantly to our mission.

Reimbursement Guidelines

- Our standard processing time for reimbursements is two-weeks.
- Taxi expenses can be reimbursed for a round trip, with receipts.
- If volunteers drive, parking costs can be reimbursed, up to \$18 per day with a receipt. Travel will be reimbursed at HealthPartners' current mileage rate of 0.63 per km. Please complete the form below for Mileage Reimbursements.
- HealthPartners reserves the right to amend this policy and the mileage rate at any time, and if required, limit the total dollar amount reimbursed.

Volunteer Name:	
Signature:	
Email Address:	

HealthPartners/PartenaireSanté Volunteer Reimbursement Form

Please fill in the table below with your expenses.

Name of Event	Date of Event	Parking/and or Taxi	Total Mileage	Comments/Notes