

## Travel Claim Form

Subject to available funding, the National Indigenous Collaborative Housing Inc. (NICHl) is able to offer travel reimbursement to registered Member organizations that have attended a NICHl Membership Meeting.

Please note that travel claims must include receipts.

To be eligible, Members must; <ul style="list-style-type: none"> <li>- Be a registered member.</li> <li>- Have their logo on the Nichi.ca website.</li> <li>- Be an authorized representative of the member organization.</li> </ul>	Priority will be given to Members who: <ul style="list-style-type: none"> <li>- Have the farthest distance for travel.</li> <li>- Demonstrate a need for financial assistance.</li> <li>- Have not already been subsidized by another organization associated with the event.</li> </ul>
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To apply, please complete, attach receipts and return the following form within 30 days of the event.

Event Name:		Event Date:	
Member Organization:		Mailing Address:	
First Name:		Last Name:	
Email:			

Are you a Registered Member Organization:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you the Authorized Representative:	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**Please provide banking information along with the completed form and respective receipts. Payments must be directed to the Member organization and not an individual.**

Please indicate your preferred contact method:

Telephone:		Alternate telephone:	
Email:			

Please indicate what expenses you are claiming:

Travel*:		Cost:	
Accommodation**:		Cost:	
Per Diems***:		Cost:	
<b>Total Claim:</b>			

### Declaration:

I, \_\_\_\_\_ registering for the National Indigenous Collaborative Housing Inc. travel assistance, understand that:

- The information will be held securely by NICHl and my information will be kept confidential; except where NICHl is requesting confirmation by representative organizations;
- Receipts must be provided that outline expenses incurred to attend a NICHl event;
- NICHl reserves the right to decline reimbursing the expenses who does not meet the eligibility criteria;
- If the recipient is funded by their organization, recipient will disclose this information prior to release of funds by NICHl.

I declare that the above information is true and correct.

Signature of Applicant	Signature of NICHl Authorizing Official	Date

\*Travel: Sustainable travel options should be considered. No first class air travel or business class air travel is permitted. For mileage less than 300 kilometers, refer to the following <https://www.canada.ca/en/revenue-agency/corporate/about-canada-revenue-agency-cra/travel-directive/appendix-a-cra-kilometric-rates-april-2025.html>.

\*\*Accommodation: Eligible accommodation will be a single room at government rates, if available.

\*\*\*Per Diems: Meals not provided by NICHl can be claimed and must not exceed the following  
 a. Breakfast (before 7:00am) \$28.40  
 b. Lunch \$27.40  
 c. Dinner \$57.70