

NVC I (Nonviolent Crisis Intervention) Training Program

Federation of Foster Families of Nova Scotia

Trainer Expense Claim

Date(s) of Workshops: _____ Type of Workshop (BASIC/Refresher): _____

Location: _____

Your name: _____

Phone Number: _____

Mailing address: _____

Postal Code: _____

Email address: _____

Your Expenses

*Please complete Child Care portion on reverse of this form.

Date (List each day separately)	Kilometres Travelled	Total Travel Cost (multiply 40.15¢ x km travelled)	Breakfast \$6.00	Lunch \$12.00	Dinner \$20.00	Child Care (bring forward from back of form)	Prep Allowance: (Basic- Max \$75) (Refresher- Max \$50)	Honourarium/ Admin Meeting/ Professional Development (\$50 per 3 hr session)	Misc. (must explain below & attach receipts)	Total
Totals:										

(Note: Please complete *one Expense Claim* for each Module)

Explanation of miscellaneous items: _____

Signature of Trainer: _____

Date submitted: _____

Please submit to: **Training Department**
c/o Federation of Foster Families of Nova Scotia
99 Wyse Road, Suite 350
Dartmouth, NS B3A 4S5