

**Managing Transitions Training
Federation of Foster Families of Nova Scotia
Participant Expense Claim**

Date(s) of Workshop: _____ Location: _____

Program: _____ Names of Trainer(s): _____

Your name: _____ Phone Number: _____

Your mailing address: _____ Postal code: _____

E-mail address: _____

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

Date & Module (list each day separately)	Kilometres Travelled	Total Travel Cost (multiply .4615¢ x km travelled)	Child Care (bring forward from back of form)	Breakfast	Lunch	Dinner	Miscellaneous (must explain below & attach receipts)	Total
Totals:								

Explanation of miscellaneous items: _____

Signature of Participant: _____

Signature of Regional Staff: _____

Date: _____

NOTE: Please complete *Expense Form* and submit to the Regional Staff who will sign and forward this form to:

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

Babysitting Claim Up to and Including Age 12

Number of Child(ren)-in-Care: _____ **Ages:** _____

Number of Biological/Adoptive Child(ren): _____ **Ages:** _____

Date	From (a.m. or p.m.)	To (a.m. or p.m.)	Number of Hours	\$10.60/hour 1 st child. \$4.00/hour additional children (max of 4 children)

Your Signature: _____

- Children up to and including 12 years of age: \$10.60 per hour for the first child.
The rate for each additional child is \$4 per hour
for up to four children per household and a max of 10 hours per day.
- Please note: time relating to babysitting extends from 12:00am-12:00am (i.e. midnight to midnight is one full day).
If babysitting is required overnight, this is considered ‘respite’ which is a maximum of \$56.00 for a 24-hour period.
 - Child care for Children-in-Care over the age of 12 is considered “Youth Care” and is to be submitted to the Department of Community Services or Mi’kmaq Family & Children Services of Nova Scotia.
 - Child care for Biological or Adoptive Children over the age of 12 is to be submitted to the Federation of Foster Families and will be considered on a case-by-case basis.