

NCI (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: _____ City: _____

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 .5770¢ x km travelled)	Breakfast \$8.00	Lunch \$15.00	Dinner \$20.00	Child Care (bring forward from back of form)	Prep Allowance: (Basic- Max \$100) (Refresher- Max \$75)	Honourarium/ Admin Meeting/ Professional Development (\$75 per 3 hr session)	Misc. (must explain below & attach receipts)	Total
Totals:										

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

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

Babysitting Claim

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.**