

**CONFIRMATION OF CONFERENCE EXPENSES**

Name: \_\_\_\_\_ Registration #: \_\_\_\_\_

Conference: \_\_\_\_\_

Dates: From \_\_\_\_\_ To \_\_\_\_\_

(i) Costs

Include actual expenses incurred. **See page 2 for a list of eligible expenses.**

Item	Description	Amount
Registration		
Travel		
Accommodation		
	<b>Total</b>	

(ii) Other Sources Financial Assistance

Please indicate the source and amount of any other funds that you received towards this conference (e.g., employer, RNUNL, etc.).

Funding Source	Amount
	<b>Total</b>

Total Cost: \_\_\_\_\_

Other Funding: \_\_\_\_\_

Balance: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**PLEASE DO NOT:**

(1) Submit this form until you have received notification that your application is successful

(2) Submit pictures of your supporting documentation

## Eligible Expenses

### Registration

- Conference registration and pre-conference workshop (if applicable)
- Expenses related to socials, fun night, and/or banquets are **not to be included** in registration expenses.

### Travel

- Air fare
- Expenses related to car rental or use of personal vehicle can only be included if you are driving to the conference location. Mileage will be calculated using the current government rate.

### Accommodations

- Hotel accommodations (including bed and breakfast)
- If you are sharing a room, you can only include **your portion** of the accommodation expenses.

Please **do not** include **incidental expenses or meals** in your conference expense calculation.

*Note that the amount of your bursary may be adjusted.*

### Instructions:

1. Complete the confirmation of expenses form.
  - a. Include ALL eligible expense amounts for *each category listed* so that the balance can be accurately calculated.
  - b. Include ALL financial assistance received to support your attendance at this event (including employer reimbursement).
2. Sign and date the form.
3. Include copies of your receipts for the expenses listed as supporting documentation. Please include copies only as receipts will not be returned. **Do Not** submit pictures of your supporting documentation.

Confirmation of Expenses can be faxed to 709-753-4940 or emailed to trust@crnnl.ca.

*Note that an act of dishonesty on this form can be referred to the CRNNL Director of Professional Conduct Review for investigation.*