



The Corporation of the Town of New Tecumseth Transportation Reimbursement Form

Receipts are required to be attached and submitted for all reimbursable trips.

<u>Trip Date:</u>	<u>From Address:</u>	<u>To Address:</u>	<u>Reason for Trip:</u>	<u>Total Cost:</u>	<u>Resident Cost:</u>	<u>Reimbursement:</u>
_____	_____	_____	Medical Appt.: Groceries: Hospital: 54 Plus Centre:	\$ _____	\$3.00: \$5.00:	\$ _____
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Verified by: _____ Date Verified: _____ Total Expense: \$ _____

- Forms should be completed and submitted frequently to ensure accurate and timely reimbursement.
- Reimbursement payments will be processed at minimum bi-weekly.
- If your EFT information has change, please contact the Town's Accounts Payable Department.
- In the event of form discrepancies, Town staff reserve the right to refuse payment.
- Repeated misuse of this service may compromise registration in the program.
- Reimbursement forms with receipts can be submitted:
 - E-mail: TransitProgram@newtecumseth.ca
 - By Mail: Town of New Tecumseth - Transit Program
10 Wellington Street East
Alliston, Ontario, L9R 1A1
 - In person at the following locations: Administration Centre, 10 Wellington St. East, Alliston
Joint Operations Centre, 6558 8th Line, Beeton
New Tecumseth Recreation Centre, 7300 Industrial Parkway, Alliston
Tottenham Community Fitness Centre, 139 Queen Street North, Tottenham