



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
24 Tupper St., W. Alliston ON L9R 1H2
 - In person at the following drop-off locations: Administration Centre, 24 Tupper St., W 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