# Please ensure you have a valid ID prior to travelling.

Please inform us of any change to your travel plans or medical appointments.

For North Coast Beneficiaries, once landed in Goose Bay, you must check in to the Client Liaison office at the Labrador Health Centre right away.

#### NIHB Medical Travel Information

218 Kelland Drive Goose Bay Monday to Friday (830am-430pm)

1-709-896-5308 1-709-896-3557 1-709-896-8587 Toll free: 1-866-606-9750 Extension: 230, 226, 247 Fax: 1-709-896-9761 Email: nihb@nunatsiavut.com

#### Ground Transportation Goose Bay

1-709-896-1995

#### **Client Liaison**

Labrador Health Centre Goose Bay 1-709-896-8827 After hours Monday–Friday (4pm-8pm) Holidays and weekends (8am-8pm) 1-709-896-1801

#### Regional Transport(RT) Goose Bay

1-709-897-2119

# NIHB Travel Information HALIFAX

You are booked to stay at:

### **Confirmation** #



## Transportation

#### In Halifax

When you arrive in Halifax, after you pick up your luggage, please proceed to the 'Ground Transportation' wicket located at the right corner as you face the exit doors where you can get a taxi, bus or shuttle to the hotel.

Because you are traveling outside of our normal range such as St. John's, Corner Brook, Gander and St. Anthony where we have accounts set up, you will have to incur some costs.

You are responsible for the cost of ground transportation to and from the airport and to and from your medical appointment/s.

Please keep your original receipts and once you return you can fill out an expense claim to be reimbursed.

Note: We require original receipts

#### Air Travel

If you fail to inform NIHB of any change to your air travel or miss your flight without a valid reason, your ticket will be forfeited/lost with the airline and you will be invoiced for the costs to NIHB.

## Accommodations

#### Private

Per adult: \$50/night without meals \$100/night with meals

Per child (1-4 years of age): \$25/night without meals \$50/night with meals

#### Hotel

NIHB will book hotel accommodations if requested. Not including Air B&B's.

If you pay for your own hotel accommodations, NIHB will reimburse at the approved NIHB rate of \$175 (taxes in) per night.

If there are any damages to accommodations you will be responsible for the cost.

#### **Changes to Accommodations**

If there are any changes to your accommodations, please notify NIHB immediately. If you are a 'no show' at a hotel because of a change to your accommodations or trip, you will be invoiced for the costs to NIHB.

If you are required to stay longer due to additional appointment/s, please contact NIHB and the appropriate arrangements will be made.

NIHB staff will determine if it is more cost effective to extend your stay or arrange return travel and book an additional trip for your next appointment.

# **Meal Allowances**

#### Adult daily

Breakfast \$15.00 Lunch \$15.00 Supper \$30.00

#### Children (1-4 years of age) daily

Breakfast \$7.50 Lunch \$7.50 Supper \$15.00

You are responsible for any overages.

You are responsible for any incidentals; for example tips, phone-calls, etc. NIHB will not fund these types of expenses.

# ABSOUTLEY no alcohol is permitted to be charged to NIHB's account.