Théâtre la Seizième created the following *Compassion Fund Reimbursement Form* in 2022 as part of their Balancing Act Level UP! Pilot Project.

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If you have any questions or would like to discuss these materials, please contact Balancing Act at balancingact@theatredirect.ca.

COMPASSION FUND: REIMBURSEMENT FORM

THÉÂTRE LA SEIZIÈME

226-1555 7th Avenue West, Vancouver, BC V6J 1S1
604 736-2616 / info@seizieme.ca
Form updated November 2022

Contact information

First name: _____ Last name: _____

Adress: _____

Phone number: _____ Email: _____

Organization (for independent artists): _____

Project

Reason for travel: _____

Destination: _____

Departure date: _____ Return date:_____

EXPENSES FOR REIMBURSEMENT **CATEGORY**

External caregiver support

- External caregiver support _____ hours X $20 / hour* [ ]

Travel expenses for support person**

- Means of transportation
  - Plane + baggage fees [ ]
  - Train [ ]
  - Car _____ km X $0.69 / km [ ]
- Accommodations [ ]

TOTAL EXPENSES [ ]

I certify that the expenses mentioned above were incurred within the framework of my responsibilities at Théâtre la Seizième.

Please issue the cheque/e-transfer to: _____

Signature: _____ Date: _____

Approved by:

Amount:

No cheque:

Date:

* Prices may very depending on the destination

**If applicable, please submit receipts for the support person's travel expenses