



HEALTH SCIENCES ASSOCIATION  
The union delivering modern health care

## DEPENDANT ACCOMPANYING MEMBER TO EVENT PRE-APPROVAL FORM

This form is for **pre-approval requests only**. Please see FAQs on the reverse before you complete this form.

Name of Member: \_\_\_\_\_

Union Event: \_\_\_\_\_ Date: \_\_\_\_\_

1. Dependant care requested for: (name of dependant) \_\_\_\_\_

2. Estimated dependant care costs at the Union event. (maximum \$360 in any 24-hour period)

Date	Single Accommodation	Care Giver Amount	Estimated Dependant Care Cost	Travel Costs
<b>Total</b>				

3. Estimated dependant care costs in my home or community:

Date	Regular Scheduled Daycare	Additional Daycare	Estimated Home or Community Daycare Cost
<b>Total</b>			

4. Please explain any special circumstances that require you to bring your dependants with you to enable you to participate in the Union event. Special needs child, nursing infant, etc.

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5. Email this form to the registrar or Fax to (604) 515-8889 or 1 (800) 663 6119 at least 3 weeks prior to the event.

6. Prior making your travel arrangements please await approval of your request from the HSA office.

HSA is committed to using the personal information we collect in accordance with applicable privacy legislation. By completing this form, you are consenting to have the HSA use the submitted information for the purposes of conducting our representational duties as a union, and in providing services to our members.



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## HSA Dependant Care Pre-Approval Frequently Asked Questions

### **When is pre-approval required?**

Pre-approval is ONLY required for reimbursement of expenses when a member **must bring** a dependant to an HSA event. Use the HSA Dependant Care Claim Form for dependant care provided in your home or community.

### **What expenses will HSA reimburse?**

All forms of travel costs for the dependant(s) or elder care are included in the daily maximum. Travel costs include air travel, ferry travel, transit, mileage and hotel accommodation. Meals for are not included.

### **On-site dependant care at Union Event**

If HSA does not provide on-site dependant care for events, you will be required to arrange it yourself.

### **Accommodation**

The HSA policy is to book single room accommodations. Single accommodation will allow the dependant or elder, or a care giver to stay in the room with you if you choose to bring your own care giver.

### **Travel and other expenses for dependants**

All forms of travel costs for the dependant or elder care are included in the daily maximum. Travel costs include air travel, ferry travel, transit, mileage and hotel accommodation.

The maximum allowable claim is the amount that would have been paid if care had been provided in the member's own community, to a maximum of \$360 in any 24-hour period, regardless of the number of dependants, when accompanying members to union events.

Meals, travel and other expenses incurred by the Care Giver will not be reimbursed.