

Forms

Reimbursement Forms

In order to get reimbursed for any expenses approved and associated with JEM activities.

you will need to fill out the following forms:

- Travel Expense Form: Use this form to calculate your total for travel reimbursement (you will need to fill out the cheque request form as well)
- Cheque Request Form: Use this to add your total travel expenses, and any other expenses. please attach receipts.

both forms and receipts can be sent to HRM_EMO@halifax.ca

please make sure you're always downloading the latest form by using the links below.

Document

[FRM-004-2015-ChequeRequest-Fillable.pdf](#)

Document

[Local-Travel-Expense-Report-Form.pdf](#)

Reimbursement Forms Examples

Document

[JEM Expense Report - After April 1 2023 - Exmaple.pdf](#)

Document

[FRM-004-2015-ChequeRequest-Fillable-Example.pdf](#)

Application Form

This application form needs to be filled out by all new volunteers, and emailed to HRM_EMO@halifax.ca

Document

[FILLABLE Volunteer Application Form 2025.pdf](#)

Facility Profile Form

This form is filled by facility owners to provide updated information on the facility to the emergency management office. the facility profile form should be updated yearly.

Document

[Facilities_Profile Form_2018.docx](#)