

## **Allowable Trip Expenses using Fundraised Money**

For more information, please refer to GGC Fundraising Procedures and Guidelines

### **Allowable Expenses:**

- Flights, trains, cars, buses
- Group travel cancellation insurance
- Medical travel insurance (if purchased as part of a package with the required trip cancellation insurance)
- Accommodations
- Meals/snacks during trip
- Sightseeing activities: tours, museum admissions
- Pre-trip bonding activities: reasonable expenses that reflect the particular type of trip the unit will be undertaking. ie. hotel stay, camp
- Cell phone packages for Guiders
- First aid supplies for group, ie. bandages, over-the counter meds
- Post-trip get-together: to provide an opportunity for trip members to come back together, potentially for the last time for some participants, to reflect on the activity they took together and bring closure. Reasonable expenses for a meal and/or group activity is acceptable.
- Photo books/albums created after the trip: these provide equity to all participants to have a printed record of their trip.

### **Not Allowable Expenses:**

- Uniforms, other clothing or merchandise
- Souvenirs, badges/crests, gifts
- Personal hygiene items, ie. sanitary supplies, sunscreen
- Trip branded articles (daypacks, T-shirts, hats, hoodies, jackets) produced for the trip. These are personal clothing expenses. Exception: if participants “craft” their own individual item, the expenses of a plain t-shirt and fabric paints, etc. can be allocated as a program – craft expense.
- Immunizations
- Personal health insurance
- Personal flights after trip concludes