



## GIRL GUIDES OF CANADA, ALBERTA COUNCIL TRANSPORTATION ASSISTANCE GUIDELINES Girls, Guiders, Groups

**PURPOSE:** To provide financial transportation assistance to active Members registered under Alberta Council (includes Alberta, Northwest Territories and Yukon) travelling independently to approved GGC camps, conferences, trainings, trips and other events unless otherwise advised.

**ELIGIBILITY:** Guiders, girls, and groups travelling independently must travel a distance of at least 200 km one way, point to point coverage only. Side trips and entrance fees are not included. Members selected by a provincial committee will be advised of *Travel Support* by the selecting committee and are not eligible for *Transportation Assistance*.

**APPLICATION:** May be obtained from your Area Commissioner, area office, the Alberta Council office, or from the Alberta Council website [www.girlguides.ca/ab](http://www.girlguides.ca/ab)

**Request for assistance must be submitted to the Alberta Council office and must comply with the National Fundraising Guidelines.** As per Governance Policy Fund Development # 01-19-01 - Fundraising Procedures and Policies Pg 3, item 8: *Recordkeeping and accounting for trip funds shall be in accordance with the financial standards of GGC. Financial records for all trips must be sent to the designated council within 30 days of return from a trip.* [Under Alberta Council, the designated council is the area level council].

### For Travel by Air

The completed application for trips must be received no later than 45 days prior to departure with a copy of your paid transportation receipt(s). Approved funding will be issued prior to your departure. Receipts must not be submitted more than 90 days prior to travel departure.

### For Ground Transportation

**Private Vehicle:** Gas receipts must be submitted **within 10 days of the return from your trip** with the completed application. These receipts are **not** submitted in advance. Submit receipt for day of departure showing fill on vehicle and submit additional receipts as required showing end of trip fill.

**Bus /Train:** Submit copy of paid receipt **within 10 days** of the return from your trip along with the completed application. Do **not** submit in advance.

**FUNDS:** For both girls and Guiders, reimbursement will be **up to 25%** of total transportation costs, or up to \$100.00 per Member, whichever is the lesser amount. We do not provide assistance for amounts less than \$25.00 **\*\*Late or incomplete applications will not be accepted.**

### **ADDRESS:**

Girl Guides of Canada, Alberta Council  
11055 - 107 Street  
Edmonton AB T5H 2Z6  
Phone: 780-424-5510  
Fax: 780-426-1715  
E-mail: [trans\\_asstar@albertagirlguides.com](mailto:trans_asstar@albertagirlguides.com)



## GIRL GUIDES OF CANADA, ALBERTA COUNCIL TRANSPORTATION ASSISTANCE APPLICATION

Please read the accompanying guidelines before completing this form.

**Complete this form and forward to the Alberta Council office along with photocopied transportation receipts supporting the amount of your claim. Please complete all sections, as incomplete forms will not be accepted.**

Name of Applicant \_\_\_\_\_ iMIS # \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

Postal Code \_\_\_\_\_ Phone # \_\_\_\_\_

E-mail Address \_\_\_\_\_

Numbers Travelling    \_\_\_ Sparks    \_\_\_ Brownies    \_\_\_ Guides    \_\_\_ Pathfinders    \_\_\_ Rangers  
                                  \_\_\_ Guiders    \_\_\_ Non-Members    \_\_\_ Trex            \_\_\_ Extra Ops

**Unit** \_\_\_\_\_ **District** \_\_\_\_\_ **Area** \_\_\_\_\_

Date of Departure \_\_\_\_\_ Date of Return \_\_\_\_\_

Distance of **RETURN** Trip \_\_\_\_\_ km. Means of travel \_\_\_\_\_

Type of Event \_\_\_\_\_ Location \_\_\_\_\_

**TOTAL** Cost of Transportation \$ \_\_\_\_\_

If application is approved, make cheque payable to:

Name/Unit \_\_\_\_\_ iMIS # \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Postal Code \_\_\_\_\_

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*\*\*

**FOR OFFICE USE ONLY**

Application approved in the amount of: \$ \_\_\_\_\_ ( \_\_\_\_\_ % of \$ \_\_\_\_\_ )

Or \$ \_\_\_\_\_ ( \$100 x \_\_\_\_\_ # of participants )

Authorized by: \_\_\_\_\_ Date: \_\_\_\_\_

Position: \_\_\_\_\_

Amount to be taken from:

Adult Fund \$ \_\_\_\_\_

Girl Fund \$ \_\_\_\_\_

*Provincial office use only:*

Cheque #	Date issued: