



GIRL GUIDES OF CANADA, ALBERTA COUNCIL TRANSPORTATION ASSISTANCE GUIDELINES

TRANSPORTATION ASSISTANCE

- **PURPOSE:** To provide financial transportation assistance to 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:** Adult and Youth Members travelling a distance of at least 200 km one way, point to point coverage only. Side trips and entrance fees are not included.
- **FUNDS:** 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.

APPLICATION DEADLINE & REQUIREMENTS: The application with supporting documentation must be submitted to the Transportation Assistance address as follows:

- **Air Travel:** must be received **no later than 45 days and no more than 90 days** prior to departure with a copy of your paid transportation receipt(s). Approved funding will be issued prior to your departure.
- **Bus/Train/Car Rental:** Submit copy of paid receipt **within 10 days** of the return from your trip along with the completed application. Where the total cost exceeds \$1000 and payment is required in advance, the application may be sent in 45 days prior to departure. For busing, where the driver is required to stay overnight, the cost of accommodations for the driver may be included. For car rentals, include gas receipts.
- **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.
- Overnight accommodation and meal costs during travel cannot be included.

NORTHERN TRANSPORTATION ASSISTANCE

- **PURPOSE:** To provide financial transportation assistance to Members residing in Northwest Territories and Yukon to attend events, trainings and/or camps sponsored by Alberta Council (sponsored means Alberta Council is taking registrations, organizing and hosting the event). Assistance includes air travel, bus, train, car rental and private vehicle gas receipts.
- **ELIGIBILITY:** Must be a registered member with a northern unit, district or area and have proof of event registration.
- **FUNDS:** Amount to be determined by the Alberta Council Transportation Approver based on funding available within the Alberta Council Northern Travel Assistance budget, with participants required to pay a minimum of 10% of the cost of travel.

APPLICATION DEADLINE & REQUIREMENTS: The application with supporting documentation must be submitted to the Transportation Assistance address **no later than 30 days** after travel but may be sent prior to the event.

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



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

AB-Council.01

Complete this form and forward to the Transportation Assistance address along with photocopied/electronic 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 #:		
Email Address:						
Numbers Travelling	YMBR:		MBR:		Non-MBR:	
Unit:				Unit IMIS #:		
District:				Area:		
Cheque to be made payable to						
Date of Departure:			Date of Return:			
Distance of RETURN Trip (Point to Point):					KM	
Means of Travel (Air / Bus / Train / Car):						
Type of Event:						
Location:						
TOTAL Cost of Transportation: \$						

Submission Date:						
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FOR OFFICE USE ONLY						
Application approved in the amount of:	\$				25% of \$	
	\$				\$100 X participants	
	\$				Northern Travel Assistance	
Member Fund:	Amount to be Taken:	Travel Assistance Fund: (Transportation or Northern)				
Adult Fund						
Girl Fund						
Authorized by:				Date:		
Cheque #:			Date issued:			