



Manitoba Council

Travel Assistance for Provincial Girl Events

Provincial Council will determine which events qualify for travel assistance. Travel assistance will be dependant on current budget. Travel assistance policy should be advertised at the time of the event.

\$.20 per km will be provided based on the number of girl members and Guiders, including adults required for ratio and transportation purposes only. (An extra driver may be needed who is not necessarily required for Ratio).

Submitted by:

Phone:

E-mail:

Event attended:

Date of event:

- Actual number of girls attending (a)
- Actual number of Guiders/Parents attending for ratio (b)
- Total number attending the event (c)

Vehicles should be able to transport a minimum of 4 attendees.

- Maximum number of vehicles to be supported financially (d) (c) / 4 =
- Actual number of vehicles used *if less than (d)* (e)
- Total kilometres to event (f)
- Total mileage reimbursement per approved car
Number of kilometres x \$.20 per kilometre (g)

Cheques to be made payable to (number of payees not to exceed number listed in (d) above):

| | Name | Address | Amount |
|---|------|---------|--------|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |

If you require more space, please use the backside of this page.

Where the number of attendees is not divisible by 4, for example 18 people attending the event – a maximum of 5 vehicles (rounded up from 4.5) will be supported financially. However units should be encouraged to accommodate the extra 2 travelers (rounding # down to 4) by taking larger vehicles if available.

Where the travelers are renting or hiring a vehicle or other means of transportation (i.e. train) the same formula will apply. Rate will be figured out as if private vehicles are being used and one cheque issued to the registering Unit/District or Area. Copy of receipt or estimate must be attached to cheque request. In the case that transportation in all or part is donated funding by MB Council must not exceed the actual expenditure.

All requests for assistance must be received within TWO MONTHS of the event, or BEFORE THE END OF THE FISCAL YEAR – whichever comes first.

| | | |
|---------------|-------|-----------------------|
| Office Use | | |
| Registration: | _____ | Cheque numbers: _____ |
| Verification: | _____ | Date: _____ |