



GIRL GUIDES OF CANADA-ALBERTA COUNCIL TRANSPORTATION ASSISTANCE APPLICATION

Please read the accompanying Guidelines before completing this form. Complete this form and forward to Provincial Office along with a report of the event, a financial statement and photocopied transportation receipts supporting the amount of your claim. If your anticipated transportation costs are in excess of \$2,000 and there are more than 10 participants an Advance Notification Form MUST be filed no later than March 1st in the year in which the trip is taken.

Complete and forward to Provincial Office. Before reimbursement, a detailed itinerary, trip report and financial statement, with photocopied receipts, must be included.

Name of Applicant _____ iMIS # _____

Address _____ City _____

Postal Code _____ Phone # (_____) _____

E-mail Address _____

Numbers Travelling Sparks Brownies Guides Pathfinders Senior Branches
 Guiders Non-Members Trex Extra Ops

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 COMMITTEE USE ONLY

Application approved in the amount of:

\$ _____ (_____ % of \$ _____)

CHAIRWOMAN _____ Date _____

Amount to be taken from:

Adult Fund \$ _____
 Girls Fund \$ _____



GIRL GUIDES OF CANADA-ALBERTA COUNCIL TRANSPORTATION ASSISTANCE GUIDELINES

Girls, Guiders, Groups

- PURPOSE:** To provide financial transportation assistance to active Members registered in Alberta travelling independently to approved camps, conferences, trainings, on trips and other events.
- ELIGIBILITY:** Girls, Guiders, and Groups travelling independently must travel a distance of at least 160 km one way, point to point coverage only. Side trips and entrance fees are not included. Mileage is not paid. Members selected by a Provincial Committee will be advised of Travel Support by the selecting committee and do not apply to Transportation Assistance.
- APPLICATIONS:** May be obtained from your Area Commissioner, Area Office, Provincial Office, Transportation Assistance Chairwoman, or from the Provincial web site www.albertagirlguides.com. **Please note: there is now an Advance Notification form for trips/events with high transportation costs. This form must be filed no later than March 1st of the year in which the trip is taken. Groups failing to submit a form will not be considered until December and will receive funding only if there is money left in the fund.**
- ACCOUNTABILITY:** **An Advanced Notification Form (where applicable), a completed application, a report of the event, a financial statement and photocopied transportation receipts supporting the amount claimed must be sent to the Provincial Office during the year in which the event takes place, and no later than the first week of December. Late applications will not be accepted. The only exception is a trip taken within the period November 15 to December 31.**
- FUNDS:** For both girls and Guiders, reimbursement will be up to 25% of total transportation costs or up to \$50.00 per Member, whichever is the lesser amount, with a minimum of \$10.00. ***The maximum amount per Member will be determined annually on March 15th so as to be standard for the calendar year.***
- ADDRESS:** Girl Guides of Canada-Alberta Council
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Edmonton AB T5H 2Z6
Phone: 780-424-5510
Fax: 780-426-1715
E-mail: info@albertagirlguides.com