

UNIT TRANSPORTATION ASSISTANCE APPLICATION

Complete this form and submit with supporting documents as listed on page 2. Please complete all sections. Incomplete forms will not be accepted. Remember your travel binders are due within 30 days after your trip.

Name of Applicant:		iMIS#:	
Address:		City:	
Postal Code:		Phone #:	
Email:			

Numbers Travelling:

Girls:		Guiders:		Non-Members:	
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Unit:		District:	
Date of Departure:		Date of Return:	
Means of Travel (Air/Bus/Train/Car):			
Destination:		TOTAL Cost of Transportation:	

Make cheque payable to:	
Mail to address above	Will pick up

Applicant's Signature _____ Date _____

FOR OFFICE USE ONLY

Date: _____
Application approved in the amount of: \$ _____
Authorized by: _____
Position: _____
Cheque # _____ Date issued: _____

UNIT TRANSPORTATION ASSISTANCE GUIDELINES

PURPOSE: To provide financial transportation assistance to active Members registered in Calgary Area travelling independently to approved camps, on trips and other events.

ELIGIBILITY: Girls, Guiders, and groups travelling independently who have an approved SG8 or are going to a National event may apply for Calgary Area transportation assistance.

FUNDS: Effective August 18, 2019

- Travel within Canada: Reimbursement will be 25% of the total transportation costs, up to a maximum of \$50.00 per Member.
- International travel: Reimbursement will be 25% of the total transportation costs, up to a maximum of \$100.00 per Member.

APPLICATION DEADLINE AND REQUIREMENTS: The application with supporting documentation must be submitted as follows:

- **Air Travel:** Submit copy of paid receipt(s) no later than 45 days and no more than 90 days prior to departure.
- **Bus/Train/Car Rental:** Submit copy of paid receipt(s) within 10 days of the return from your trip. If 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:** Submit copy of gas receipts within 10 days of the return from your trip. Receipts shall include a receipt showing vehicle fill on date of departure, receipts while on the trip and a final receipt showing vehicle fill on the date of return.

Send the completed form & attachments to:

Girl Guides of Canada, Calgary Area Council

Attention: Area Commissioner

Re: Transportation Assistance

2188 Brownsea Drive NW

Calgary AB T2N 3G9

Phone: 403.283.8348

Fax: 403.283.9781

E-mail: any-calgaryinfo@girlguides.ca

Information to be attached:

SG.8 application with original approval

Amended SG.8 approval from assessor listing current participants

Copies of all required receipts

Updated budget including itemized travel cost per person