

Inside Education Society of Alberta Team Travel Subsidy Policy (Cultivate 2025)

Updated September 2025

Travel arrangements to and from the hotel accommodations are the team's responsibility.:

Schools are eligible for one of the following:

Ground Transportation

- \$0.28/km per team to offset travel costs OR
- \$500 subsidy for commercial transportation (ex. mini-bus, school-owned bus, coach bus)

Air Transportation

- Up to \$2500 per team for return airfare.

All subsidy requests must be submitted with a Mileage Expense Claim form or invoice with supporting documentation (ex. flight or commercial transportation invoices) **no later than 90 days** after Cultivate 2025. Therefore, no payment will be made if the invoice is received after **February 6th, 2026**. Due to the nature of charitable program operations and reporting requirements, subsidies are NOT available after the deadline -- no exceptions.

Extra funding may be available to schools who demonstrate need. Please inquire with our Program Operations Manager Laura Pekkola at lpekkola@insideeducation.ca, if this applies to your school.

Teachers are eligible to claim both the Supply Teacher Subsidy and the Team Travel Subsidy for Cultivate 2025.

Please send your prepared invoices and associated paperwork to Inside Education's Edmonton Office:

Inside Education Society of Alberta
11428 100 Avenue
Edmonton, Alberta
T5K 0J4

Or via email to:
accounting@insideeducation.ca

Further inquiries can be made to:

Accounting-related: Laura Pekkola, *Program Operations Manager*
780-421-1497 | lpekkola@insideeducation.ca

Program-related: Jayme Nelson, *Program Manager*
403-263-7720 | jnelson@insideeducation.ca