

Inside Education Society of Alberta

SUBSIDY POLICY

Inside Education has subsidy options available to help minimize financial barriers for teachers and schools to attend a ***Teacher Professional Development program, Youth Education Summit and/or Environmental Innovation Day.***

Participants may request **one** of the following subsidies:

OPTION 1: *Supply Teacher Subsidy*

AVAILABLE TO

Any teacher that attends a Teacher Professional Development program, Youth Education Summit and/or Environmental Innovation Day in its entirety including participation in associated activities and required follow-up materials (*i.e. project plans or updates, surveys, etc.*).

HOW IT WORKS

The teacher-participant is responsible for booking their own supply teacher, as per normal procedures in their local school district, and providing the school or school district a copy of this policy. Teachers may request a maximum of **\$75/half day** or **\$150/full day** to put towards supply teacher costs.

HOW TO REQUEST THIS SUBSIDY

Following the program, submit an invoice to Inside Education and include a signed copy of the attached letter confirming that a supply teacher was hired. The school invoice must reference the amount of subsidy requested per day, the teacher participant's name, as well as the name and date of program.

See sample invoice below.

e.g. Supply teacher subsidy for **(Insert Teacher Name)**
Inside Education **(Insert Program Name)**
Professional Development Program, Mar 4 & 5, 2024
\$75 for Mar 4, 2024
\$150 for Mar 5, 2024
\$225

Note: do not add GST to this invoice. Inside Education does not reimburse GST.

LIMITATIONS

Request for subsidies and associated paperwork must be received by Inside Education within **90 days** of program completion. Due to the nature of charitable program operations and reporting requirements, subsidy requests received after the deadline will not be given. **No exceptions.**

Confirmation of a Supply Teacher

This letter confirms that a supply teacher was hired to cover my/our class(es) while I/we attended a program facilitated by Inside Education.

Name of teacher(s): _____

Name of program: _____

Date(s) of program: _____

Subsidy requested:

- Full day coverage: \$150/teacher
- Half day coverage: \$75/teacher

Total amount of subsidy: \$_____

Signature of Administrator

Name of Administrator

Date

Please return this form and an invoice for the amount of the requested subsidy (no GST) to accounting@insideeducation.ca

*Requests for subsidies and associated paperwork must be received by Inside Education within **90 days** of program completion. Due to the nature of charitable program operations and reporting requirements, subsidy requests received after the deadline will not be given. **No exceptions.**

OPTION 2: *Travel Subsidy*

AVAILABLE TO

Any teacher or school that attends a Teacher Professional Development program, Youth Education Summit and/or Environmental Innovation Day in its entirety including participation in associated activities and required follow-up materials (*i.e. project plans or updates, surveys etc.*).

HOW IT WORKS

A maximum of **\$500/person** can be requested to help off-set travel costs if you are required to travel more than **150 km** to the program start location. All travel plans and subsidies must be approved by Inside Education prior to the program. Participants must arrange their own travel.

Travel costs may include:

- **Mileage:** \$0.28/km on your return trip to offset the cost of using a personal vehicle.
*Note: fuel **can not** be claimed*
- **Airfare:** cost of a return flight to the program start location
- **Ground transportation:** taxi/Uber/bus fares/rental vehicle

HOW TO REQUEST THIS SUBSIDY

Submit an invoice to Inside Education and include back-up material such as receipts which provide a breakdown of costs. *See sample invoice on next page.*

LIMITATIONS

Request for subsidies and associated paperwork must be received by Inside Education within **90 days** of program completion. Due to the nature of charitable program operations and reporting requirements, subsidy requests received after the deadline will not be given. **No exceptions.**

Please send your prepared invoice and associated paperwork to Inside Education's Edmonton office:

Inside Education Society of Alberta
11428 100 Ave NW
Edmonton, AB T5K 0J4

Or via email to
accounting@insideeducation.ca

If you have accounting-related questions, please reach out to our Accounting team.

780-421-1497 | accounting@insideeducation.ca

If you require additional financial support to attend the program, please contact our Program Director.

Kathryn Wagner
403-263-7720 | kwagner@insideeducation.ca

Travel Subsidy - Sample Invoices

Invoice: Mileage Claim

Teacher Participant: Jane Doe
 School Name, School District
Inside Education (INSERT PROGRAM NAME)

Description	Date	Rate (\$/km)	Total km Travelled	Total
Mileage to travel from Whitecourt to Edmonton	March 4, 2024	\$0.28	177	\$49.56
Mileage to travel from Edmonton to Whitecourt	March 5, 2024	\$0.28	177	\$49.56

Cheque to be made out to:

Name: Jane Doe
Address: 123 Street
 Fort McMurray, AB A1B C2D

CHEQUE AMOUNT:

\$99.12

Invoice: Airfare + Ground Transportation

Teacher Participant: Jane Doe
 School Name, School District
Inside Education (INSERT PROGRAM NAME)

Description	Date	Notes	Cost
Round trip flight from Fort McMurray	March 4, 2024	Receipt attached	\$376.00
Taxi from YEG airport to hotel	March 4, 2024	Receipt attached	\$14.50
Taxi from hotel to YEG airport	March 5, 2024	Receipt attached	\$14.50

Cheque to be made out to:

Name: Jane Doe
Address: 123 Street
 Fort McMurray, AB, A1B C2D

CHEQUE AMOUNT:

\$405.00
