

Inside Education Society of Alberta Field Program Busing Subsidy Policy

**This subsidy applies to Fall 2022*

Inside Education does its best to make its field programs accessible to all schools. If required, a busing subsidy is available for most Inside Education field programs:

SUBSIDIES AVAILABLE

Cooking Lake/Bunchberry Forest Field Program

\$100/bus

Des Crossley Demonstration Forest

\$100/bus

Evergreen Centre for Resource Excellence and Innovation

\$100/bus

Huestis Demonstration Forest

\$100/bus

Three Herons Conservation Area

\$100/bus

Wood Buffalo Forest Education Program

\$100/bus

CONDITIONS

- The school is responsible for booking bus transportation, as per normal procedures in their local school district, and providing the school or school district a copy of this policy.
- The class must attend for the full duration of the field program, participate in associated activities and complete any required follow up materials (surveys, etc).
- Payment for the subsidy will be made by Inside Education upon receiving an **invoice** from the school or school district only, within 90 days of the program completion. Due to the nature of charitable program operations and reporting requirements, subsidies are NOT available after the deadline -- no exceptions.
- The school invoice must reference: the school name, number of classes and the amount of subsidy requested, as well as the name and date(s) of the field program.
- **IMPORTANT:** You must send a copy of the **actual busing invoice** with the school invoice; Inside Education will not reimburse above actual busing costs.

Inside Education Society of Alberta Field Program Busing Subsidy Policy

**This subsidy applies to Fall 2022*

e.g. Bus transportation for **SCHOOL NAME**;
Des Crossley Field Study Program, Sept 19 & 20, 2022

Class 6 A/Class 6B Sept 19	\$100
<u>Class 4A Sept 20</u>	<u>\$100</u>
TOTAL	\$200

Please send invoice by email to accounting@insideeducation.ca or Inside Education's Edmonton office:

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

Further inquiries can be made to:

Accounting-related: Mitali Robb, *Financial Administrator*
780-421-1497 | accounting@insideeducation.ca

Program-related: Kathryn Wagner, *Program Director*
403-263-7720 | kwagner@insideeducation.ca