

## Inside Education Society of Alberta TRAVEL SUBSIDY POLICY

Inside Education has travel subsidies available to minimize financial barriers for participants to attend the 2023 Summer Institute Professional Development program: Energy Futures, July 4-8, 2023.

### AVAILABLE TO

Any participant who attends the 2023 Summer Institute Professional Development program: Energy Futures in its entirety including participation in associated activities and required follow-up materials (*i.e. project plans or updates, surveys, etc.*).

### HOW IT WORKS

**Participants must arrange their own travel to and from the program.**

#### **REGIONAL MAXIMUMS:**

- Alberta, British Columbia, Saskatchewan & Manitoba = **\$500**
- Ontario & Quebec = **\$600**
- Atlantic Canada & Northern Territories = **\$750**

#### **Travel costs may include:**

- **Mileage:** Participants who need to travel more than 150 km to the program start location are eligible to claim mileage at a rate of \$0.24/km. \$0.24/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 booking receipts which provide a breakdown of costs. *See sample invoices below.*

### 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.**

If your travel plans change due to flight delays or cancellations, road closures etc., and you are unable to attend the program, then Inside Education will not reimburse you for your travel expenses. You are welcome to purchase travel insurance.

## **FAQ'S**

**Q: My travel is scheduled outside of the program dates, will Inside Education still provide a subsidy?**

*A: Inside Education will subsidize travel costs provided you attend and participate in the full program and associated activities. Inside Education will arrange accommodations for you on Monday, July 3th, if required - please indicate this on your confirmation form. You are responsible for your own meals outside of the program dates.*

**Q: I have a prior commitment and won't arrive in Edmonton before the 9:00am start time on Tuesday, July 4th. Can I meet up with the group later that day?**

*A: No, you need to be at the program start location at 9:00am. We have a very busy schedule and will not be able to accommodate participants who need to join us late. Participants are required to attend the full program to qualify for the subsidy.*

**Q: Am I able to request more than the subsidy amounts outlined in this policy?**

*A: Yes, if costs are prohibiting your attendance, please contact our Director of Business and Operations, Jill Swingler, to request an increased subsidy amount ([jswingler@insideeducation.ca](mailto:jswingler@insideeducation.ca)).*

**Q: What happens if my flight is cancelled or delayed, or circumstances beyond my control prevent my attendance on the program?**

*A: Inside Education is not responsible for travel to and from the start location. If you are unable to attend the full program you will be responsible for your travels costs, you are welcome to purchase travel insurance to protect your trip.*

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

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

Or via email to  
**[jswingler@insideeducation.ca](mailto:jswingler@insideeducation.ca)**

*If you require additional financial support to attend the program or require more information please contact: **Jill Swingler**  
**403-263-7720 | [jswingler@insideeducation.ca](mailto:jswingler@insideeducation.ca)***

## Travel Subsidy - Sample Invoices

### Invoice: Mileage Claim

**Teacher Participant:** Jane Doe  
School Name, School District  
**Inside Education (2023 Summer Institute: Energy Futures)**

Description	Date	Rate (\$/km)	Total km Travelled	Total
Mileage to travel from Whitecourt to Edmonton	July 4, 2023	\$0.24	177	\$42.48
Mileage to travel from Edmonton to Whitecourt	July 8, 2023	\$0.24	177	\$42.48

*Cheque to be made out to:*

**Name:** Jane Doe  
**Address:** 123 Street  
Whitecourt, AB  
A1B C2D

**CHEQUE  
AMOUNT:**

**\$84.96**

### Invoice: Airfare + Ground Transportation

**Teacher Participant:** Jane Doe  
School Name, School District  
**Inside Education (2023 Summer Institute: Energy Futures)**

Description	Date	Notes	Cost
Round trip flight to Edmonton from Halifax, NS	July 3, 2023	Receipt attached	\$628
Taxi from YEG airport to hotel	July 3, 2023	Receipt attached	\$45
Taxi from hotel to YEG airport	July 8, 2023	Receipt attached	\$45

*Cheque to be made out to:*

**Name:** Jane Doe  
**Address:** 123 Street  
Halifax, NS  
B3H 0A2

**CHEQUE AMOUNT:**

**\$718.00**