

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** or a **Youth Education Summit**. Participants may request **one** of the following subsidies:

OPTION 1: Supply Teacher Subsidy

AVAILABLE TO

Any teacher that attends a teacher professional development program and/or youth education summit 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 copy of the actual supply teacher invoice from your school. 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 the professional development program or youth summit to confirm that a supply teacher was hired on the program dates.

See sample invoice below.

e.g. Supply teacher subsidy for Jane Doe
Inside Education (**Insert Program Name**)
Professional Development Program, Sept. 4 & 5, 2020
\$75 for Sept. 4, 2020
\$150 for Sept. 5, 2020
\$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.

OPTION 2: Travel Subsidy

AVAILABLE TO

Any teacher or school that attends a teacher professional development program and/or youth education summit 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:** \$0.15/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 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 to Inside Education's Edmonton office:

Inside Education Society of Alberta
#218 1300 - 8 Street SW
Calgary, AB T2R 1B2

Or via email to
accounting@insideeducation.ca

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

403-263-7720 | 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, 2020	\$0.15	177	\$26.55
Mileage to travel from Edmonton to Whitecourt	March 5, 2020	\$0.15	177	\$26.55

Cheque to be made out to:

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

CHEQUE AMOUNT:

\$53.10

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 5, 2020	Receipt attached	\$376.00
Taxi from YEG airport to hotel	March 5, 2020	Receipt attached	\$14.50
Taxi from hotel to YEG airport	March 8, 2020	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
