



## Energy in Peace Country - Travel Subsidy Policy Updated April 25, 2019

This subsidy is designed to support teachers from outside of Dawson Creek area in their attendance to Inside Education Energy in Peace Country Teacher Professional Development Program. Participating teachers that live >150 km from Dawson Creek are eligible for a **maximum of \$500** to help offset travel costs to the program, if required.

- The travel subsidy may be used towards the costs of flights, busing, mileage (rate of \$0.15/km) and/or associated travel costs to the program start location. Travel costs during the program are covered by Inside Education.
- Teachers are required to arrange their own transportation to and from the start location of the Inside Education Program. Inside Education will arrange transportation during the program.
- Teachers accessing the travel subsidy **may not** claim Inside Education supply teacher subsidy.
- The teacher participant must attend the full the teacher professional development program, participate in associated activities and complete any required follow up materials (project plans, surveys etc.)
- Payment for the subsidy will be made by Inside Education upon receiving an invoice, within 90 days of the program completion – no payment will be made if the invoice is received after 90 days. Due to the nature of charitable program operations and reporting requirements, subsidies are NOT available after the deadline -- **no exceptions**.
- The invoice must reference the total amount of subsidy requested, the teacher-participant's name, school and school district, name and date of the professional development program. *Sample invoice below.*
- **IMPORTANT: You must attach the booking receipts for any flights, busing and associated travel costs.**

Please send invoice to Inside Education's Edmonton office:

11428 100 Avenue  
Edmonton, Alberta T5K 0J4

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Further inquiries can be made to:

Jill Swingler, Operations and Logistics  
403-263-7720 / [jswingler@insideeducation.ca](mailto:jswingler@insideeducation.ca)

Program Related Inquires  
Kathryn Wagner, Program Director  
403-263-7720 / [kwagner@insideeducation.ca](mailto:kwagner@insideeducation.ca)



### Sample Invoice - Flight

#### Inside Education Energy in Peace Country Travel Subsidy Invoice

Teacher Participant: Jane Doe  
School Name, School District  
Inside Education Energy in Peace Professional Development Program, May 23-25, 2019

Description	Cost	Notes
Round Trip Flight from Edmonton to Grande Prairie	\$ 376.00	Receipt Attached
<b>TOTAL</b>		<b>\$ 376.00</b>

Please make cheque payable to:

Jane Doe  
123 Street  
Edmonton, AB A1B C2D

### Sample Invoice - Mileage

#### Inside Education Energy in Peace Country Travel Subsidy Invoice

Teacher Participant: Jane Doe  
School Name, School District  
Inside Education Energy in Peace Professional Development Program, May 23-25, 2019

Description	Rate	Total KM	Total
Mileage for travel from Edmonton to Dawson Creek	\$ 0.15	584	\$ 87.60
Mileage for travel from Dawson Creek to Edmonton	\$ 0.15	584	\$ 87.60
<b>TOTAL</b>			<b>\$ 175.20</b>

Please make cheque payable to:

Jane Doe  
123 Street  
Edmonton, AB A1B C2D