

## Inside Education Society of Alberta Supply Teacher - Subsidy Policy (Northeast British Columbia)

Updated September 2018

This subsidy is designed to support teachers from Northeast British Columbia in their attendance to Inside Education Professional Development Programs. Participating teachers from the following school districts qualify for a maximum of **\$500** to help offset travel costs to the program, if required.

### QUALIFYING SCHOOL DISTRICTS:

**SD 57** - Prince George District | **SD 59** - Peace River South  
**SD 60** - Peace River North | **SD 81** - Fort Nelson

- 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:

**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 | [mrobb@insideeducation.ca](mailto:mrobb@insideeducation.ca)

**Program-related:** Kathryn Wagner, *Program Manager*  
403-263-7720 | [kwagner@insideeducation.ca](mailto:kwagner@insideeducation.ca)

### Sample Invoice | FLIGHT

#### Inside Education Northeast British Columbia Travel Subsidy Invoice

**Teacher Participant:** Jane Doe

**School Name, School District**

Inside Education (**Insert Program Name**) Professional Development Program, Sept. 4 & 5, 2018

DESCRIPTION	COST	NOTES
Round Trip Flight from Dawson Creek to Edmonton	\$ 376.00	Receipt Attached
Taxi from YEG airport to hotel	\$ 14.50	Receipt Attached
Taxi from hotel to airport	\$ 14.50	Receipt Attached
<b>TOTAL</b>		<b>\$ 405.00</b>

*Please make cheque payable to:*  
**Jane Doe**  
**123 Street**  
**Dawson Creek, BC A1B C2D**

### Sample Invoice | MILEAGE

#### Inside Education Northeast British Columbia Travel Subsidy Invoice

**Teacher Participant:** Jane Doe

**School Name, School District**

Inside Education (**Insert Program Name**) Professional Development Program, Sept. 4 & 5, 2018

DESCRIPTION	RATE	TOTAL KM	TOTAL AMOUNT
Mileage for travel from Dawson Creek to Edmonton	\$ 0.15	584 KM	\$ 87.60
Mileage for travel Edmonton to Dawson Creek	\$ 0.15	584 KM	\$ 87.60
<b>TOTAL</b>			<b>\$ 175.20</b>

*Please make cheque payable to:*  
**Jane Doe**  
**123 Street**  
**Dawson Creek, BC A1B C2D**