



# BC CONFEDERATION OF PARENT ADVISORY COUNCILS

200 - 4170 Still Creek Drive, Burnaby, BC V5C 6C6

Tel. No. (604) 687-4433 Toll Free No. 1-866-529-4397 Fax. No. (604) 687-4488

## Travel Subsidy Claim Form

This form is for Designated District Delegate use only. To apply for travel subsidy, please complete all four sections of this form and submit it to BCCPAC with original receipts. Please allow sufficient time for the application to arrive in the BCCPAC office on or before June 25, 2012. **Late applications will be respectfully returned unpaid.**

**Deadline: Application(s) must be received at the BCCPAC Office by  
Monday June 25, 2012**

**INSTRUCTIONS:**

- Complete all applicable parts: Section 1, 2, 3, and 4. Please type or print clearly. Please see Travel Subsidy Information sheet for allowable expenses.
- Send the completed application form, invoices, receipts and other supporting documents to 200 - 4170 Still Creek Drive, Burnaby, BC V5C 6C6.
- All supporting documents including receipts and invoices must be originals.
- If you are applying for more than one travel subsidy claim, or have receipts that cover more than one delegate, please complete **one form per delegate** and send all the receipts and application forms together as one package

### Section 1 General Information

PAC/DPAC Name: \_\_\_\_\_ SD # and Name: \_\_\_\_\_

**Delegate Information**

First Name: _____	Last Name: _____
Home Address: _____	
<small>Street number and name</small>	<small>City</small>
<small>Postal Code</small>	
Phone: ( ) _____	E-mail: _____

### Section 2 Travel Subsidy Application

Please endeavor to book air travel at the most economical rate

1. Those wishing to receive a subsidy for **air travel** must provide the office with flight confirmation by **April 24, 2012**  
Any claims for flights booked after this date will be subject to approval based on a first-come first-served basis and the availability of funds.
2. **If travelling by automobile:**  
Please record round trip kilometers from home to the conference venue. (*Use of Google Maps is acceptable.*)

Air/Bus: From _____ to _____ + return (round trip)	= \$	
Automobile: Total round trip kilometers travelled _____ km. @ \$0.50 <i>(from Home to Venue and return, according to Google Maps)</i>	= \$	
Ferry: \$	= \$	
Transit: \$	= \$	
<b>Grand Total \$</b>		

*Please note: The maximum reimbursed for travel will be based on the most economical means of transportation*

I, the Designated Delegate for the district, hereby sign to confirm that all the information I have provided in Section 1 and Section 2 is true and complete.

Signature: \_\_\_\_\_

**Before mailing, please...**

- Sign the application form (one form and signature per delegate application) and attach original receipt(s).
- Check to make sure the District Certification page (Section 3 and 4 on page 2) is fully completed and attached.**
- Allow sufficient time for the application to arrive in the BCCPAC office on or before **June 25, 2012.**

