



BC CONFEDERATION OF PARENT ADVISORY COUNCILS

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Travel Subsidy to Attend the Lower Mainland Regional Conference

Travel subsidies to attend the Lower Mainland Regional Conference are available through DPACs to assist delegates who have to travel a great distance from their district.

BCCPAC offers one (1) travel subsidy for each qualified district plus one (1) additional travel subsidy for districts *with more than 15 member PACs*. The following districts are within the region of this conference and qualify for a travel subsidy:

- District No. 46 (Sunshine Coast)
- District No. 47 (Powell River)
- District No. 48 (sea to sky)
- District No. 61 (Greater Victoria)
- District No. 62 (Sooke)
- District No. 63 (Saanich)
- District No. 68 (Nanaimo-Ladysmith)
- District No. 69 (Qualicum)
- District No. 70 (Alberni)
- District No. 71 (Comox Valley)
- District No. 72 (Campbell River)
- District No. 79 (Cowichan Valley)
- District No. 84 (Vancouver Island West)
- District No. 85 (Vancouver Island North)

Please contact the office (info@bccpac.bc.ca) to confirm the number of travel subsidies your DPAC is eligible for based on your district's membership numbers. If your district does not have an active DPAC, please contact the office so that we can assist with coordinating the subsidy for your district.

How to Apply:

To apply for travel subsidy, the "Travel Subsidy Claim Form" must be completed and signed by each delegate, the DPAC Chairperson and another DPAC Executive member (*or as arranged with the BCCPAC office if you do not have an active DPAC*). Completed forms must be submitted to the BCCPAC office **no later than December 19, 2011 with original receipts attached**. Late applications will not be accepted.

Only the most economical travel arrangements will be reimbursed. BCCPAC will only reimburse the vehicle expense for the eligible attending delegate(s). Delegates are encouraged to carpool as the most economical means of transportation. Please plan your trip carefully.

Those wishing to receive subsidies for **air travel** must provide the office with flight confirmation by **November 19, 2011**. 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. Please note that provision of this information does not guarantee approval, as certification as a designated delegate is required from your DPAC.

Travel from airport/bus station to venue will not be covered. Public transit (skytrain/bus) is available.

Eligible Travel Expenses include:

- Bus fare from delegate home town to Surrey. Receipts must be submitted.
- Ferry fees- receipts must be included. BCCPAC will only reimburse passenger fees for the attending delegate(s).
- Airplane – only if this is the most economical means of transportation. Confirmation of booking must be made and forwarded to the BCCPAC office by November 19, 2011.
- Private Vehicle – BCCPAC will reimburse \$0.50 per kilometer from delegate home address to conference venue only, based on Google Maps only when driving is more economical than other means of transport. Delegates are encouraged to carpool as the most economical means of transportation.

Please don't hesitate to contact the BCCPAC office, should you have any questions. Office staff can be reached by e-mail at info@bccpac.bc.ca, or by phone at 604-687-4433 or Toll Free 1-866-529-4397.