



BC CONFEDERATION OF PARENT ADVISORY COUNCILS

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Travel Subsidy to Attend the 2012 Spring Conference

Travel subsidies to attend the 2012 Spring 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 do not have a significant distance or expense to travel and therefore are **NOT eligible to claim any travel subsidy** for this event:

- District #35 – Langley
- District #36 – Surrey
- District #37 – Delta
- District #38 – Richmond
- District #39 – Vancouver
- District #40 – New Westminster
- District #41 – Burnaby
- District #42 – Maple Ridge/Pitt Meadows
- District #43 – Coquitlam
- District #44 – North Vancouver
- District #45 – West Vancouver

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 the 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 June 25, 2012, with original receipts attached**. Late applications will not be accepted.

Only the most economical travel arrangements will be reimbursed. For example, depending on airfare prices and distance, it may be more economical to fly to Vancouver than to drive, particularly if there is only one delegate attending...please plan your trip carefully.

Air Travel: Those wishing to apply for **air travel** subsidy must provide the office with flight confirmation and details by **April 24, 2012**. Any claims for flights booked after this date will be subject to approval based on the most economical travel arrangements and the availability of funds.

Eligible Travel Expenses include:

- Airplane - confirmation of booking must be made and forwarded to the BCCPAC office by April 24, 2012
- Bus fare from delegate's home town to Coquitlam. Receipts must be submitted.
- Ferry fees - receipts must be submitted. BCCPAC will only reimburse the vehicle expense and passenger fees for the eligible attending delegate(s). Delegates are encouraged to carpool as the most economical means of transportation.
- 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.
- If you require additional assistance getting to the conference location please contact the office.

Please 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.