

Provincial Travel Fund Guidelines

Purpose

The Provincial Travel Fund is designed to assist girl and adult Members of the province of Newfoundland and Labrador with travel expenses to Guiding events in our province and beyond. The purpose of travel should be consistent with the principles of Guiding.

Eligibility

Funding, as directed in the Guidelines below, is subject to the approval of the Provincial Council and the availability of funds in any given year. In all cases it is expected that Members will make every effort to minimize costs.

Independent Group Travel

➤ International Travel 72 hours or more

Province may provide \$500 per trip plus \$200 per person to a maximum of \$3,500 per group, not to exceed the total transportation costs, and subject to the clauses below:

- Trip has been approved by the International department and Safe Guide Assessor.
- A detailed budget of costs, clearly showing transportation costs separately, for the group and per person has been provided.

➤ Travel in Canada and International Travel under 72 hours

Province may provide \$200 per trip plus \$50 per person to a maximum of \$2,000 per group, not to exceed the total transportation costs, and subject to the clauses below:

- Trip has been approved by the International, Camping or other department as appropriate, and Safe Guide Assessor.
- A detailed budget of costs, clearly showing transportation costs separately, for the group and per person has been provided.

➤ Travel within the Province

Province may provide \$100 per trip plus \$25 per person up to a maximum of \$1,000, not to exceed the cost of transportation, and subject to the clauses below:

- Funding is available to groups using an insured common carrier (for example, public transportation or a charter from a reputable company).
- For travel between the Island and Labrador, the Travel in Canada guidelines will apply.
- Requests for assistance after the event will not be paid.

- Funding is not available for independent adult-only group travel.



Provincially-Sponsored Trips

Province may provide assistance to support members of Provincially-Sponsored trips with travel costs in getting to and from the starting point of their trip.

➤ **For travel between the Island and Labrador, the following clauses will apply:**

- Air-fare costs will be reimbursed to a maximum of \$2,000, round trip.
- Luggage costs will be reimbursed to a maximum of \$80, round trip.
- Mileage* claim for two (2) round-trips from home to the nearest airport will be reimbursed, minimum claim of \$50.
- Meal expenses** for members will be reimbursed, receipts must be provided for all meals during travel.

➤ **For travel within the Island, the following clauses will apply:**

- Where the distance*** between the member's home**** and trip start/end location is greater than 300 km, one way, air-fare costs will be reimbursed to a maximum cost of \$500, round trip.
- Luggage costs will be reimbursed to a maximum of \$80, round trip.
- Mileage* claim for two (2) round-trips for travel to the nearest airport OR trip start/end location will be reimbursed, whichever is the least cost option. Minimum claim of \$50 to a maximum of \$500
- Meal expenses** for members will be reimbursed, receipts must be provided for all meals during travel.

*Mileage Mileage will be reimbursed following the [Newfoundland and Labrador Automobile Reimbursement Rates for Using a Private Vehicle at Work](#) at the time of travel.

**Meals When meals are not provided, meal expenses will be reimbursed to maximum amounts following the [Newfoundland and Labrador Meal Rates Policy](#). Types of meals reimbursed are dependent on time of departure from or arrival to home:

- 7:45 AM – Breakfast costs
- 1:00 PM – Lunch costs
- 7:00 PM – Dinner costs

***Distance For the purpose of mileage reimbursement, distance will be calculated from the members home to the nearest airport for the purpose of travel, as per the [Newfoundland and Labrador Road Distance Database](#)

****Home The City/Town/Community home location in Newfoundland & Labrador in relation to the trip starting point.



How To Apply

Independent Group Travel

Complete the **Provincial Travel Fund Request - Independent Group Travel** online application by the deadlines below. Required documentation should be uploaded and attached to the online application to avoid processing delays.

- **International Travel 72 hours or more**
No later than 4 months before travel date

- **Travel in Canada and International Travel under 72 hours**
No later than 2 months before travel date

- **Travel within the Province**
No later than 1 month before travel date

Provincially-Sponsored Group Travel

- Selected applicants for Provincially Sponsored Group Travel will be provided instructions to contact the Provincial Office to make travel arrangements.
- Claims for meals or mileage must be submitted to the provincial office no later than 1 month after travel date.

Glossary

Province	Newfoundland and Labrador as a whole. Province also includes references to the Provincial Council.
Island	The island of Newfoundland only.
Labrador	The Labrador portion of the province only.
Member	Any currently registered girl or adult in Newfoundland and Labrador.
Independent Travel	Any travel that is initiated by an individual, group of individuals, a unit, or a council.
Provincially-Sponsored	Any invitation accepted by the Provincial Council, or an event that initiated by the Province.