

**Green Communities Canada
Travel Subsidy Request Form**



**Summit
1st October 2018
Toronto, ON**

Name: _____

Organization: _____

Address: _____

Number of kilometers (from address above to Toronto, ON): _____

Signature: _____ Date: _____

**** Receipts are required for subsidy ****

For Office use only:

Approved: _____ Date: _____

GCC Travel Allowance Policy

GCC will provide a travel allowance for one registrant per organization attending the Ontario Active School Travel Summit based on the one-way travel distances, as follows*:

- 250 - 299 km: \$100
- 300 - 499 km: \$200
- 500 - 1,499 km: \$400
- 1,500 + km: \$800

Mileage is reimbursed at a rate of \$0.42/km.

*If travel receipts total less than the specified subsidy, the subsidy will be adjusted to cover the actual cost of travel. The travel subsidy is only available to attendees of the Summit who are residents of Ontario.

Please return completed form along with original receipts to:
Mary Anna Zakula, Green Communities Canada
416 Chambers St, 2nd Floor, Peterborough, ON K9H 3V1

Questions may be directed to Mary Anna at mazakula@greencommunitiescanada.org
or 705.745.7479 x116.