



Area 78 Alberta/Northwest Territories  
area78.org

## Area 78 Travel Assistance Guidelines & Application Form:

Please note that the Area 78 Travel Assistance is intended to help and not to take away from our need to be self-supporting at all levels. The Travel Assistance is not meant to replace Group or District support.

- The Travel Assistance will be made available to **any voting member** representing a District (District Committee Member or Alternate DCM) or Group (General Service Representative or Alternate GSR) in any district in Area 78 and the assistance is only available by submitting a Travel Assistance Application
  
- The amount of **\$250.00 per application** will be available for the Area 78 Committee Meetings (in January and May of each year) and the Pre Conference Assembly (every March) or for the Fall Assembly (every September)
  
- The application form (on page 2) must be submitted to **the Area 78 Treasurer no later than 3 weeks before** an Area Committee Meeting (ACM) or Assembly
  - ➔ This timeline gives the applying GSRs or DCMs the maximum amount of time to make cost-effective travel arrangements for the ACM or Assembly that they are planning to attend
  
- District Committee Members or their Alternates may apply for assistance to attend Area 78 Committee Meeting or Assemblies, but not all. General Service Representatives or their Alternates may apply for assistance to travel to Assemblies, but not all. Districts applying for a second travel assistance in a calendar year will be considered ONLY after all other requests have been considered
  
- All applications will be reviewed, approved/disapproved by **the Finance Committee** - consisting of the Delegate, Alternate Delegate, Past Delegate, Chair, Treasurer and Secretary. **Notification to the GSR or DCM will be made as quickly as possible by the Treasurer.**

### The following criteria will be used by the Finance Committee:

- Districts/Groups must show a demonstrated need for the travel assistance. The budget (see application form) must show that the District/Groups are attempting to contribute to the DCM/GSR travel. If there is little or no contribution by the District/Group, please attach a note explaining the circumstances
  
- Every effort will be made to assist all applicants in whatever way possible, even if direct financial assistance is not available (i.e. billeting, carpooling, etc.)
  
- Receipts must be submitted for reimbursement **to the Treasurer after the event**



**Area 78 Travel Assistance Application**

Date: \_\_\_\_\_  
Applicant's full name \_\_\_\_\_  
Applicant's Position (check one) DCM \_\_\_ Alt. DCM \_\_\_ GSR \_\_\_ Alt. GSR \_\_\_  
Applicant's District Number and Location \_\_\_\_\_  
Home Group Name \_\_\_\_\_  
Home Group Location \_\_\_\_\_ Applicant's email address: \_\_\_\_\_  
Applicant's Mailing Address & Postal Code \_\_\_\_\_  
Applicant's Phone # and Area Code: \_\_\_\_\_  
When was the last Area Committee Meeting or Area Assembly at a GSR/DCM from your district attended? \_\_\_\_\_

**Note: Please print clearly or download the Word Document, fill it in and send it via email to [treasurer@area78.org](mailto:treasurer@area78.org)**

Applying for what event? Please select one:

January ACM \_\_\_ March Assembly \_\_\_ May ACM \_\_\_ September Assembly \_\_\_

➔ **Reminder – you must be a voting member at this event to apply for travel assistance**  
(See guidelines on page 1 for details)

Is this the first time your District has applied for Assistance? Yes \_\_\_ No \_\_\_

If no, when did your district apply? \_\_\_\_\_  
(month) (day) (year)

**Please provide the following budget details. (Fill in only those items that apply to your situation)**  
**Please note that even though we've asked for these items on the budget, it's expected that every GSR/DCM will research the most cost-effective way of traveling, including billeting, carpooling, etc. If there is other information you think we need to know, please attach it to this application form**

Travel Costs (gas, airfare, bus ticket).....\$ \_\_\_\_\_  
Food .....\$ \_\_\_\_\_  
Accommodation .....\$ \_\_\_\_\_  
Other costs .....\$ \_\_\_\_\_  
TOTAL COST (Add all the above) \$ \_\_\_\_\_

District/Group Contribution to attend this event (subtract from TOTAL)..... - \$ \_\_\_\_\_

Assistance Requested.....\$ \_\_\_\_\_

- ➔ Send this completed form to: [treasurer@area78.org](mailto:treasurer@area78.org)
- ➔ All applications will be acknowledged
- ➔ Receipts must be submitted to receive reimbursement

If you have not received an acknowledgement in a few days, please contact the Area 78 Treasurer