Democracy Bootcamp BC
Travel and TOC Reimbursement Information

Please contact us at 1-866-488-8775 or bootcamp@civix.ca with any questions you may have.

Travel Reimbursement:

CIVIX will reimburse mileage, flights, transit, etc. **for attendees travelling from outside Metro Vancouver**, economy class only. CIVIX will not reimburse "extras'' on flights, such as seat selection, travel insurance, etc.

Receipts must be provided for each expense (except mileage claims). We cannot provide reimbursement for expenses submitted without receipts.

Airline or bus tickets or boarding passes (showing the cost of the trip) and any taxi, ferry or transit receipts should be submitted with your reimbursement invoice. For those driving, mileage will be reimbursed at the government rate of **$0.565** per kilometre. Please submit documentation showing distance travelled (Google Map directions or similar).

PLEASE NOTE: We will not be reimbursing meals while travelling.

While we are pleased to be able to reimburse many expenses to ensure your participation in Democracy Bootcamp, any reasonable attempts at cost savings or professional development funds you could access would be very much appreciated.

TOC Reimbursement:

The easiest way to process release time reimbursement is to have your school or district invoice us directly. Please let them know that they can send the invoice to our head office:

> CIVIX
> 639 Queen Street West, Suite 504
> Toronto ON M5V 2B7

Invoices can also be submitted after the event by email to diana@@civix.ca.

The date on the invoice should be the date of the event (March 3). Invoices should be submitted to CIVIX by **April 15, 2023**.

If your school or district requires more information from us about Democracy Bootcamp or the reimbursement procedure, they can contact us at bootcamp@civix.ca.

If you would rather we reimburse you directly, please indicate the cost of your TOC on your reimbursement invoice and include a letter or statement from your payroll or HR department as back up to this cost.