

# Democracy Bootcamp 2023

## Travel and Release Time Reimbursement Information

Please contact us at 1-866-488-8775 or [bootcamp@civix.ca](mailto:bootcamp@civix.ca) with any questions you may have.

### Travel Reimbursement:

CIVIX will reimburse mileage, flights, buses, transit, etc. **for attendees travelling more than 50km from the Westin**, economy class only. CIVIX will not reimburse "extras" on flights, such as seat selection, travel insurance, etc.

Receipts must be provided for each expense. 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 or transit receipts should be submitted with your reimbursement invoice. For those driving, mileage will be reimbursed at the government rate of **\$0.58** per kilometre. Please submit documentation showing distance travelled (Google Map directions or similar).

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.

### Release Time 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](mailto:diana@@civix.ca).

The date on the invoice should be the date of the event (March 24). Invoices should be submitted to CIVIX by **April 30, 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](mailto:bootcamp@civix.ca).

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