

**Vancouver Island North Teachers' Association
APPLICATION FOR MENTORSHIP GRANT**
Please submit a minimum of five days prior to workshop for approval



Applicant's Name	Date of Application
School of Applicant	Phone or Email of Applicant

Members Participating in the Mentorship:	School of Participant:

Mentorship Description:

Activity Location: _____ **Activity Date(s):** _____

Each Member participating must fill out their own travel expense form for reimbursement.
 If carpooling only the driver can claim mileage.

EXPENSES AS PER VINTA POLICY	ESTIMATE	ACTUAL
Travel: Vehicle _____ km. @ \$0.72/km(.76carpooling)	_____	_____
Ferry _____	_____	_____
Air _____	_____	_____
Meals: Dinner _____ @ \$49.05	_____	_____
If purchasing food for all participants take into account \$49.05/person and provide a receipt for reimbursement.		
Registration Fee: _____	_____	_____
Other Expenses (specify): _____	_____	_____
TOTAL:	=====	=====

 Is a teacher-on-call required for this activity? Yes No

Has your AO been informed? _____ AO's Initials (for information only – not for approval)

What day is a TTOC required? _____ am/pm

Leave of absence is _____ granted _____ denied.

TOC cost is invoiced to _____ SBO _____ VINTA.

Date of Approval: _____ Superintendent _____

**NOTE: All areas of this form must be completed prior to approval.
 SUBMIT APPLICATION TO BOARD OFFICE FOR SUPERINTENDENT'S APPROVAL.**

Round Trip Costs

	Kilometers	Single(\$)	Carpool(\$)
Port Hardy to Port McNeill	87	\$62.64	\$66.12
Port Hardy to Port Alice	107	\$77.04	\$81.32
Port Alice to Port McNeill	111	\$79.92	\$84.36
Woss to Port Hardy	208	\$149.76	\$158.08
Woss to Port McNeill	134	\$96.48	\$101.84
Port Hardy to Fort Rupert	22	\$ 15.84	\$16.72
Port McNeill to Fort Rupert	78	\$56.16	\$59.28
Coal Harbour to Port Hardy	36	\$25.92	\$27.36
Port Hardy to Campbell River	466	\$335.52	\$354.16
Port McNeill to Campbell River	392	\$282.24	\$297.92
Port Hardy to Courtenay	568	\$408.96	\$431.68
Port McNeill to Courtenay	494	\$355.68	\$ 375.44
Port Hardy to Nanaimo	766	\$551.52	\$582.16
Port McNeill to Nanaimo	692	\$498.24	\$525.92
Port Hardy to Victoria	992	\$714.24	\$ 753.92
Port McNeill to Victoria	920	\$662.40	\$699.20