

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	E-Transfer 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. @ \$0.73/km(.77carpooling)	_____	_____
Ferry _____	_____	_____
Air _____	_____	_____
Meals: Dinner _____ @ \$52.45	_____	_____
If purchasing food for all participants take into account \$52.45/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.

<u>Round Trip Costs</u>	KM	<u>Single(\$)</u>	<u>Carpool(\$)</u>
Port Hardy to Port McNeill	87	\$63.51	\$66.99
Port Hardy to Port Alice	107	\$78.11	\$82.39
Port Alice to Port McNeill	111	\$81.03	\$85.47
Woss to Port Hardy	208	\$151.84	\$160.16
Woss to Port McNeill	134	\$97.82	\$103.18
Port Hardy to Fort Rupert	22	\$16.06	\$16.94
Port McNeill to Fort Rupert	78	\$56.94	\$60.06
Coal Harbour to Port Hardy	36	\$26.28	\$27.72
Port Hardy to Campbell River	466	\$340.18	\$358.82
Port McNeill to Campbell River	392	\$286.16	\$301.84
Port Hardy to Courtenay	568	\$427.78	\$451.22
Port McNeill to Courtenay	494	\$360.62	\$380.38
Port Hardy to Nanaimo	766	\$559.18	\$589.82
Port McNeill to Nanaimo	692	\$505.16	\$532.84
Port Hardy to Victoria	992	\$724.16	\$763.84
Port McNeill to Victoria	920	\$671.60	\$708.40