



The Manitoba Child Care Association  
**"A Few of Our Favourite Things"**

May 24-26, 2018

**TRAVEL SUBSIDY FORM FOR NON-WINNIPEG MCCA MEMBERS**

PLEASE NOTE: You must be a personal member of MCCA as of January 1, 2018 to qualify for subsidy. All travel subsidies will be reimbursed as funds allow, and all subsidy requests MUST be received at MCCA by **June 7, 2018** to qualify for reimbursement.

All receipts must be included with the subsidy application. Carpooling is encouraged.

Delegate Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ Prov: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Daytime Phone: (204) \_\_\_\_\_ Email: \_\_\_\_\_

Regional Branch: \_\_\_\_\_

Centre/Organization Name: \_\_\_\_\_

**Travel Expenses**

Gas

You must submit all receipts (fill up before you leave, while driving to the conference and back and then once you arrive home).

Subtract your first receipt from all other receipts and that is the amount you enter below.

\$ \_\_\_\_\_

Accommodations

Hotel accomodation subsidy is calculated at \$35.00 per person, per night, and to a maximum of two people per room. Eligible nights to be reimbursed are Wednesday, Thursday, & Friday. Saturday will only be reimbursed if you have longer than a 6 hour drive back home. Please include hotel receipts.

\$35.00 X \_\_\_\_\_ X \_\_\_\_\_ = \$ \_\_\_\_\_  
 # of nights # of people 1 or 2

Total amount to be reimbursed \$ \_\_\_\_\_

Reimbursement cheque to be made payable to : \_\_\_\_\_

Signature

Date

Submit to:  
 Manitoba Child Care Association, 2nd Floor, 2350 McPhillips Street, Winnipeg, MB R2V 4J6  
 or fax to : 204-589-5613 by June 7, 2018