



The Manitoba Child Care Association  
 46<sup>th</sup> Annual Conference "Creating Connections, Building Bridges"  
 May 23 & 24, 2024

**TRAVEL SUBSIDY FORM FOR MCCA MEMBERS OUTSIDE OF WINNIPEG**

PLEASE NOTE: You must be a personal member of MCCA as of January 1, 2024, to qualify for subsidy. All travel subsidies will be reimbursed as funds allow. All subsidy requests MUST be received at MCCA by June 7, 2024, to qualify for reimbursement. All gas and accommodation receipts must be included with the subsidy application. Carpooling is encouraged.

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

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

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

MCCA Region: \_\_\_\_\_ MCCA #: \_\_\_\_\_

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

**Travel Expenses**

**Gas:** You must submit all gas 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 accommodations subsidy is calculated at \$50.00 per person, per night, to a maximum of two people per room. Eligible nights to be reimbursed are Wednesday, Thursday, and Friday. Please include hotel receipts.

\$50.00 X \_\_\_\_\_ X \_\_\_\_\_ = \$ \_\_\_\_\_  
 (# of nights) (# of people)

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

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

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

**Submit to:**

**Mail:** Manitoba Child Care Association, 2<sup>nd</sup> Floor, 2350 McPhillips Street, Winnipeg, MB, R2V 4J6

**Email:** kkowalski@mccahouse.org **Fax:** 204-589-5613

*Form and Receipts must be received prior to June 7, 2024*