

## Field Program Busing Subsidy Policy

*\*This subsidy applies to the 2024/2025 School Year*

Inside Education strives to make its field programs accessible to all schools. If requested, a busing subsidy in the amount of **\$100/bus**, is available for any school attending an Inside Education field program.

### CONDITIONS

- The school is responsible for booking bus transportation, as per normal procedures in their local school district, and providing the school or school district a copy of this policy.
- The class must attend for the full duration of the field program, participate in associated activities and complete any required follow up materials (surveys, etc).
- Payment for the subsidy will be made by Inside Education upon receiving an **invoice** and supporting documents from the school or school district only, within 90 days of the program completion. Due to the nature of charitable program operations and reporting requirements, subsidies are NOT available after the deadline -- no exceptions.
- The school invoice must reference: the school name, number of classes and the amount of subsidy requested, as well as the name and date(s) of the field program. GST is not applicable.

**IMPORTANT:** You must send a copy of the actual busing invoice with the school invoice. The subsidy amount can not be more than the actual busing costs.

**Example:**  
 Bus transportation for **SCHOOL NAME;**  
*Des Crossley Field Study Program, Sept 18 & 19, 2024*

<i>Class 6 A/Class 6B</i>	<i>Sept 18</i>	<i>\$100</i>
<u><i>Class 4A</i></u>	<u><i>Sept 19</i></u>	<u><i>\$100</i></u>
<b>TOTAL</b>		<b>\$200</b>

Please send invoice and supporting documents by email to [accounting@insideeducation.ca](mailto:accounting@insideeducation.ca) or Inside Education’s office:

**Inside Education Society of Alberta**  
**11428 100 Avenue**  
**Edmonton, Alberta T5K 0J4**

*Further inquiries can be made to:*

**Accounting-related:** Mitali Robb, *Financial Administrator*  
 780-421-1497 | [accounting@insideeducation.ca](mailto:accounting@insideeducation.ca)

**Program-related:** Natalie Graveline, *Program Manager*  
 780-421-1497 | [ngraveline@insideeducation.ca](mailto:ngraveline@insideeducation.ca)