



**ACP PD Seminar Travel Expense
Subsidy Terms – 2019 Mid-Winter Meeting
January 29 – 30, 2019**

2019 MWM travel subsidy terms

In the absence of funding support from the Department of Canadian Heritage or other funders, ACP's AGM and Mid-Winter Meeting travel subsidy program is currently supported through a combination of (a) ACP operating funds, (b) private sponsorship, and (c) a participant levy on meeting registration fees.

To be eligible for travel subsidy, members must participate in both days of the Mid-Winter Meeting. Travel subsidies cover:

- 50% of the lowest economy airfare/rail fare, or mileage at Treasury Board rates
- 50% of ground transportation to and from the airport/train station
- 50% of up to two nights' commercial accommodation, up to a maximum of \$150/night

Meals and other incidentals are **not** eligible for reimbursement.

Subsidy funding is limited. Travel subsidies will initially be limited to one member per firm. Firms that wish to apply for a second subsidy may do so, and will be put on a waiting list. If funds permit, subsidy funds will be awarded to additional registrants on a first-come, first-served basis.

If you plan to attend the MWM and will be claiming a travel subsidy, please indicate so on the online registration form no later than **January 22, 2019**. Claims will be reimbursed following the MWM upon submission of receipts and the completion of subsidy claim and evaluation forms.

Expenses eligible for travel subsidy include mileage at [Treasury Board rates](#), economy class airfare, and cab fare. Food and other incidental costs are NOT eligible for subsidy.