



Travel Grant Policy for Conference 2008

General Policy:

- Submission of an application for travel subsidy does not guarantee funding. Attendees are required to first explore alternative sources of funds – local/provincial brain injury groups, local business, etc.

-All travel expenses shall be for re-imbusement of *basic direct costs only*.

- Travel by car should be to reimburse cost of gas (not mileage). Reimbursement for car travel will not exceed the lowest airfare available. There will be no reimbursement for rental car costs. Persons traveling by car are expected to carpool where possible and appropriate.

-Travel by rail or air would be for *lowest direct economy fare available anywhere* (i.e. all subsidy applicants are expected to search out seat sales from airlines as well as internet resources such as Expedia.ca).

The lowest costs will be verified by the travel grant committee.

Subsidies will be distributed at the Conference after the original receipts are submitted for reimbursement and reviewed.

There will be no reimbursement for meals or refreshments purchased while traveling.

Cut-off date for receipt of submissions shall be NOON June 11/08. Applications can be faxed to (819) 595-2458 or mailed to BIAC, 28 rue Caron, Gatineau, Qc J8Y 1Y7. If you have questions or comments, please call 1-866-977-2492.

Individuals requiring grant support in advance should attempt first to obtain this support from their Provincial or local organizations. Those unable to obtain this support may contact BIAC travel grant ad hoc committee for assistance (through BIAC office).

Available funding will be allocated as determined by a committee representing several areas of Canada. In the event of more applications than subsidies available, preference will be given to persons with acquired brain injury and/or family members.

BIAC is the bursar of all grants. However, prospective attendees from each province are expected to work together cooperatively to determine who will attend and receive this funding.

NOTE: There is no subsidy available for Conference Registration fees. These are wholly the responsibility of the attendee. In the case of extreme hardship, please contact the BIAC office to explore alternatives.

Brain Injury Association of Canada

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