



Registration and Travel Reimbursement

The **Registration and Travel Reimbursement** funding is available to help those from Ontario's rural and remote communities or those who work with rural or agricultural organizations in Ontario and who otherwise may not be able to attend or participate in leadership development opportunities. Funding is provided in part by Agriculture and Agri-Food Canada through the Agricultural Adaptation Council.

Award amounts are based upon need and availability of funds. All decisions are at the discretion of the *Steps to Leadership* Project Manager or designate.

To apply:

- Applications must be completed, submitted and received in the Rural Ontario Institute (ROI) office no later than five (5) days prior to the program for which the funding is being sought
- All applicants will be notified of the funding decision prior to the leadership development opportunity
- Payment, in most cases, will be provided after the program is completed and will require participation in the program/leadership development opportunity and the completion of an Expense Form within 30 days
- Eligible expenses include program costs, tuition/registration, hotels, meals and other travel expenses while enroute. Receipts for meals (*maximum \$30 per day – alcohol cannot be reimbursed*), hotels, and other travel expenses will be required

Award amounts will be distributed on a sliding scale between 50-90% of the total estimated expenses (depending upon demonstrated need and travel distance).

- When applying for reimbursement the participant is expected to cover the first 200 km (or \$80.00) of those expenses
- Preference will be given to the programs involved in *Steps to Leadership* but consideration will be given for outside courses

Completed applications must be sent to:

Alicia Evans
Project Manager, Leadership Programs
Rural Ontario Institute
5653 Highway 6 North RR#5
Guelph, ON N1H 6J2

Phone: (519) 826-4204

Fax: (519) 826-4208

Email:

aevans@ruralontarioinstitute.ca



REGISTRATION AND TRAVEL REIMBURSEMENT APPLICATION

Applicant Name: _____

Address: _____

Phone Number: _____ Postal Code: _____

Cell Phone Number: _____

Email Address: _____

Leadership Program/Opportunity: _____

Date of Leadership Program/Opportunity: _____

Leadership Program/Opportunity Registration/Tuition Cost: \$ _____

Estimated Travel Cost: \$ _____ - \$80.00 = \$ _____

or

Estimated Mileage Cost: (_____ km - 200 km) x \$0.45 = \$ _____

Meals during Travel (for travel greater than 3 hours - receipts will be required): \$ _____

Accommodation during Travel (receipts will be required): \$ _____

Other Eligible Expenses you wish to be considered: \$ _____

TOTAL ESTIMATED EXPENSES \$ _____

Amount of Registration and Travel Reimbursement requested

(cannot exceed 90% of total estimated expenses and payable after opportunity): \$ _____

Please complete the following questions, using an additional page if necessary:

1. What is the leadership development program/opportunity you would like to attend?
(program name/dates/brief details if not a Steps to Leadership program)

2. What percentage of reimbursement are you applying for and why you should be considered for this percentage of reimbursement funding?

3. How will you use the anticipated/ expected learnings which you hope to gain as a result of participating in this leadership development opportunity/ program?

Signature of Applicant

Date

** The application must be completed, submitted and received in the ROI office no later than 5 days prior to the program for which the funding is being sought.

For Office Use

Qualifies for Registration and Travel Reimbursement: Yes ___ No ___

Applicant has been informed of qualification/ non-qualification: Yes ___

Completed Expense Form has been submitted: Yes ___

Expense Cheque has been processed and sent: Yes ___