

Administrative Procedure 504 - Support for Provincial Competition

Background

The Division recognizes that many students bring recognition and honour to their schools, communities and the Division by earning the right to represent the Division at the provincial and/or national level. To this end, the Division will support a portion of the costs of travel for any individual or team earning such a right to a maximum of \$500 (five hundred dollars) per application.

Definitions

Provincial or national competition is defined, for the purposes of this Administrative Procedure, as any competition of any kind where the student or team competed as a representative of the school in any kind of activity that was officially sponsored by the school as part of its curricular or extracurricular program.

Travel for the purposes of this Administrative Procedure is defined as the costs of providing transportation to and from the destination, including necessary meals, waiting time and accommodation.

Procedures

1. Applications shall be made in writing to the Superintendent using the approved form ([Appendix 504-1](#)).
2. The Superintendent shall have the authority to determine and approve eligibility within the terms of this Administrative Procedure.
3. Support will be to a maximum of twenty-five percent (25%) of the cost of travel, based on current Division transportation costs, regardless of the method of transportation used.
4. The intent of the reimbursement is a reimbursement per trip for an event; therefore, multiple individuals cannot make individual claims for a team trip.

Reference: Section 33, 52, 53, 68, 197, 222 Education Act

Effective: 1999-01-14

Amended: 2021-04-03