



This form may be obtained from our website:  
www.aglc.ca

# TRAVEL ITINERARY

**THIS FORM MUST BE SUBMITTED AND APPROVED  
BEFORE GAMING PROCEEDS CAN BE USED FOR TRAVEL OUTSIDE ALBERTA**

Eligible travel in Alberta does not require the submission of a Travel Itinerary Form. For travel outside Canada, the group must demonstrate a similar activity does not exist in Canada.

**Note: Travel that is social, recreational or administrative in nature is not eligible.**

**Return to:**  
AGLC, Use of Proceeds  
Email : [gaming.useofproceeds@aglc.ca](mailto:gaming.useofproceeds@aglc.ca)  
50 Corriveau Avenue  
St. Albert, AB T8N 3T5  
Use of Proceeds Line : 780-651-7600 ext. 3  
Toll-Free : 1-855-506-1066 ext. 3  
Fax : 780-447-8911 or 780-447-8912

**ORGANIZATION NAME**

Name: \_\_\_\_\_ I.D.#: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ City/Town \_\_\_\_\_ Postal Code

**SIGNING AUTHORITIES**

**WE CERTIFY THAT:** all information and documents supplied are correct, and the group has authorized us to make this request.

**Executive #1 Signature:** \_\_\_\_\_

Print Full Name: \_\_\_\_\_

Position Held: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_ Postal Code

Contact Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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**Executive #2 Signature:** \_\_\_\_\_

Print Full Name: \_\_\_\_\_

Position Held: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_ Postal Code

Contact Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**EVENT**

Name: \_\_\_\_\_

Destination: \_\_\_\_\_ Dates: \_\_\_\_\_

Describe the activity/event:

\_\_\_\_\_

\_\_\_\_\_

**The following information must be attached to this form:**

- Event information and a letter of sanction from a governing body, if applicable
- A breakdown of each day's schedule of events (including travel dates and times)
- List of names of each person participating in the trip, including all support staff and chaperones, and the ages of all participants under age 21
- If registration fee applies, provide detailed breakdown of costs included in fee (e.g. banquets, galas, daily meals, tours, special shirts, etc.)

**EVENT (CON'T)**

Number of Participants: \_\_\_\_\_ Number of Support Staff: \_\_\_\_\_

**( Note: 1 support person per 5 participants or portion thereof)**

Individual Non Gaming Participant Contributions: \$ \_\_\_\_\_ Individual Non Gaming Support Staff Contributions: \$ \_\_\_\_\_

**\*Sports groups must ensure a minimum of 50% of its gaming proceeds are used on its youth programs.**

**ESTIMATED EXPENSES**

	<b>Cost</b>		<b># of Persons</b>		<b># of Days</b>		<b>Sub-Total</b>
Transportation Costs	\$ _____	x	_____	x	_____	=	\$ _____
Vehicle Rentals	\$ _____	x	_____	x	_____	=	\$ _____
Equipment Transportation	\$ _____	x	_____	x	_____	=	\$ _____
Accommodation	\$ _____	x	_____	x	_____	=	\$ _____
Food	\$ _____	x	_____	x	_____	=	\$ _____
Registration Fees	\$ _____	x	_____	x	_____	=	\$ _____
					<b>TOTAL</b>		\$ _____
					<b>LESS: NON-GAMING CONTRIBUTIONS</b>		\$ _____
					<b>GAMING PROCEEDS REQUESTED</b>		\$ <input type="text"/>

**FOR OFFICIAL USE ONLY**

- Approved
- Not Approved
- Incomplete

Total Gaming Proceeds Approved: \$

Comments/Conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_