

Travel Worksheet

Eligible travel does not require the submission of a Travel Worksheet (unless requested) for travel outside of the groups' geographic location.

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

If requested, groups must be prepared to submit the following:

- ☐ 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.)

Organization Information

Name		ID#	
Address	City/Town	Province	Postal Code

Event

Name	
Destination	Dates:
Describe the activity/event	

Participant and Staff

(Note: 1 support person per 5 participants or portion thereof)	
Number of Participants	Number of Support Staff
Individual Non-Gaming Participant Contributions \$	Individual Non-Gaming Support Staff Contributions \$

Estimated Expenses

	Cost		# of Persons		# of Days		Sub-Total
Transportation Costs	\$ _____	x	_____	x	_____	=	\$ _____
Vehicle Rentals	\$ _____	x	_____	x	_____	=	\$ _____
Equipment Transportation	\$ _____	x	_____	x	_____	=	\$ _____
Accommodation	\$ _____	x	_____	x	_____	=	\$ _____
Food	\$ _____	x	_____	x	_____	=	\$ _____
Registration Fees	\$ _____	x	_____	x	_____	=	\$ _____
TOTAL							\$ _____
LESS: NON-GAMING CONTRIBUTIONS							\$ _____
GAMING PROCEEDS REQUESTED							\$

Protection of Privacy

The personal information requested on this form is collected under the authority of Section 4(c) of the Alberta *Protection of Privacy Act*. It will be used for the administration of all policies and processes relating to Charitable Gaming Licensing. Automated systems may be used for internal analytics and/or support. If you have any questions, please contact our Privacy Officer at privacy@aglc.ca or via mail: AGLC, 50 Corriveau Avenue, St. Albert, AB T8N 3T5.