



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
50 Corriveau Avenue
St. Albert, AB T8N 3T5
Use of Proceeds Line : 780-651-7600 ext. 9
Toll-Free : 1-855-506-1066 ext. 9
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: _____

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

	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		\$ <input type="text"/>

FOR OFFICIAL USE ONLY

- Approved
- Not Approved
- Incomplete

Total Gaming Proceeds Approved: \$

Comments/Conditions: _____

