



Capacity-Building  
& Knowledge Sharing  
for Small and Medium  
Organizations (SMO)

# Travel Guide

## Leadership Retreat

CHARTING OUR COLLECTIVE FUTURE



# Travel Policy

This guide is exclusively for participants of the **Leadership Retreat** offered by Spur Change and the Alberta Council for Global Cooperation (ACGC) selected to receive a travel subsidy. It outlines the procedures, documentation, and approvals required in order to be reimbursed for your travel expenses as you make your way to **Banff, Alberta**.

## Travel Policy

The subsidization process will follow the [Domestic Travel Policy](#) and reimbursement rates of the Alberta Council for Global Cooperation (ACGC), the host of the Spur Change program.

Please note: you must first receive approval for your travel itinerary before incurring expenses. Please see below under “*Planning your Trip*” for details on the approval process. At the end of the event, you must submit an expense report with all original receipts, boarding passes, and any mileage to receive compensation for travel expenses.



# Subsidization Overview

## WHAT IS COVERED

### **Travel to and from Banff for the dates of the retreat.**

- Booked by the participant,
- Please see below under “Planning your Trip” for documentation requirements.
- Travel between home, airport/train station, and hotel, provided the most economical option within reason is chosen.

### **Accommodation at the Juniper Hotel**

*1 Juniper Way Unit 2, Banff, AB T1L 1E1*

- Booked by Spur Change
- Check-in Nov. 24
- Check out: Nov. 27

### **Meals on site**

- Booked by Spur Change
- Nov. 24 - 27
- When meals are not provided on site during the training, meals will be paid through per diem.

### **Meals incurred in transit**

- Paid through Spur Change's per diem rates
- Based on your travel itinerary, Spur Change will provide a completed per diem form. The details can be viewed in the final payment requisition form that will be sent for your signature. Please see below “After your Trip” for more details. Receipts for meals incurred in transit will not be necessary.

## WHAT IS NOT COVERED

### **Extending your stay or arriving earlier will not be covered.**

- Should you choose alternative transportation dates, 3 quotes are still required for the intended dates (Nov. 24 & Nov. 27). Those will provide the maximum allowable reimbursement, regardless of when you travel. .
- Costs to change itineraries after confirmation and purchase will be at the participant's expense.

- Economy fare bookings adhere to our travel policies. The cost of higher class or fare tickets are not covered.
- Global Affairs Canada, does not refund Spur Change the cost for cancelled or missed flights/trains by participants. Therefore, cancellation may only be considered in exceptional circumstances.
- **Non pre-approved purchases** will not be covered.



# Planning Your Trip

**Before booking any travel arrangements**, please complete the [Subsidy Registration form](#). You will then be contacted by Taylor (taylor.hamilton@acgc.ca) regarding your proposed method of transportation and travel expenses. If flights are needed, Taylor will forward your request to Continental Travel to facilitate booking. Should a reasonable, cheaper option be available, you may be asked to do so instead. Once you have received approval, you may book all tickets and other plans. You are expected to arrive on Nov 24th and depart on Nov 27th.

You are responsible for booking all travel arrangements on your preferred credit card. This will facilitate the claim process and allow for easier access to refunds should travel plans change. All major purchases (greater than \$100), including flights, ground transportation, and any additional accommodation must be approved by Spur Change before purchase.

You will be required to follow our funder, Global Affairs Canada, travel policies in order to be eligible for reimbursement as follows below.

**Travel Contact:** Taylor Hamilton [taylor.hamilton@acgc.ca](mailto:taylor.hamilton@acgc.ca)

<b>Hotel</b>	<ul style="list-style-type: none"><li>• For accommodations, Spur Change has reserved a room for you at the Juniper Hotel in Banff, Alberta.</li></ul>
<b>Flights</b>	<ul style="list-style-type: none"><li>• For all flights, a cost comparison (three quotes from two separate companies for the same date) must be provided.<ul style="list-style-type: none"><li>◦ Spur Change asks that you use our partners at Continental Travel Group for booking flights as they are already aware of our requirements and can book your flights.</li><li>◦ Taylor will email you to confirm travel arrangement and will require your <b>full name</b> as shown on your ID, <b>date of birth</b>, and <b>phone number</b>. This will be passed to Continental with whom you will purchase your tickets.</li><li>◦ Boarding passes must be included for all flights. <b>Please screenshot electronic boarding passes as they may expire and will invalidate your refund.</b></li><li>◦ Carry-on luggage is encouraged, however the cost of 1 checked bag will be covered if necessary and receipt is provided.</li></ul></li></ul>



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## Shuttle Service

- After your flights are confirmed, a shuttle service will be provided from Calgary International Airport to the Juniper Hotel. Please book your shuttle through [Banff Airporter](#) at a date and time that aligns with your itinerary. At checkout, use the promo code “**Collective2025**” to receive a 100% discount (invoiced directly to Spur). Once your booking is complete, you will receive details on where to meet the shuttle and how to check in.
  - Please ensure you follow the Banff Airporter's cancellation and change policy. If no available shuttle time works with your schedule, please contact Taylor to arrange alternative transportation to the hotel.

## Personal Vehicle

- If travelling by personal vehicle more than 25 km (one-way), you will be entitled to mileage reimbursed at \$0.46 per kilometer.
  - A [mileage map](#), including the start and end address, as well as Km traveled must accompany your mileage claim.
  - Complimentary parking is available at the Juniper Hotel.

## Taxis

- Taxis, Uber, and other car sharing apps between the airport, hotel, and venue are covered within reason. A tip of 12% is acceptable for expense reimbursement. If paid by cash, ask the driver for a written receipt.

## Public Transport

- Public transportation requires a ticket stub with the date. For that reason, we do not recommend that you use your personal transit cards if applicable.

# After Your Trip

After you've made all your **pre-approved purchases**, you will need to submit your receipts and any mileage information. Here's what you need to do:

## 1. Upload copies of all your receipts into PDF form.

- If your claim is for over \$100.00, a credit card statement will be required. This must show the name and last 4 digits of the card used, as well as all relevant transactions. All sensitive and unrelated information should be redacted (other purchases, address, etc.).
- **Include all boarding passes and do not forget to screenshot electronic boarding passes.**
- Per diem only includes meals incurred while travelling that are not covered by Spur Change during the event. Per diem will be calculated by Spur Change depending on your departure and arrival time from your home. Per diem does not require any receipts and does not need to be included in your PDF. Per diem is paid out at a rate of \$22.72 for breakfast, \$21.92 for lunch, \$46.00 for dinner, and \$13.84 for incidentals. Incidentals are only to be covered during overnight stays.
- Mileage information similarly does not require any receipts other than a mileage map as described above.

## 2. Include a void cheque or other document with your banking details for direct deposit.

## 3. Send the completed PDF to Taylor ([taylor.hamilton@acgc.ca](mailto:taylor.hamilton@acgc.ca)).

**4. You will then receive a payment requisition form from Adobe Sign which you can check over and then will be required to complete.** If there are any discrepancies, please contact Taylor.

**5. Once your travel and payment request is completed, you should receive your refund within 5-15 business days.**

