

Travel must comply with the Charitable Gaming Policies Handbook (CGPH). A group that intends to use gaming proceeds for travel outside Alberta must obtain prior approval by submitting a completed Travel Itinerary (TI) form (5443) for each trip. For travel out of Canada to be approved, a similar activity must not exist in Canada.

The request must include:

- Signatures of two currently elected executive members
- A list of names of everyone attending the trip, including all support staff or chaperones, and ages of athletes/performers for sports and performing arts
- An event invitation notice or sanction letter
- A detailed breakdown of each day's schedule of events (including travel dates and times)
- A breakdown of registration fees (e.g. banquets, galas, daily meals, tours, special shirts, etc.)

Gaming proceeds for eligible travel may only be used for:

- Direct route transportation
- Transportation of equipment
- Vehicle rental
- Accommodations and meals
- Registration fees

Note:

- Support staff may be eligible for travel at a ratio of one per five participants. Justification *must* be provided if travel requires extra support personnel
- Expenses for non-participants (e.g. spouse or family members) are not eligible from gaming proceeds
- Non-gaming contributions will be considered toward any non-eligible expenses/days (recommend the group identify on the TI any non-gaming contributions)

Conferences, seminars, workshops, or conventions (CGPH 5.18)

- Must be a structured educational program with content that enhances delivery of local charitable programs
- Attendees must be in a position to train other members of their group upon return
- A breakdown of conference session/workshop topics for each day must be included
- Events whose content is primarily focused on administrative purposes (e.g. annual general meetings, or meetings) are not eligible
- Social or recreational activities (e.g. banquets, galas, tours, outings, etc.) are not eligible

School field trips or youth camps (CGPH 5.19 or 5.22)

- The trip must provide an educational experience which otherwise would not be available
- Must be reasonably available to all students/youth who qualify and wish to participate
- Ages for all students/youths participating and names of all support staff or chaperones must be included
- The purpose of the trip must be to enhance or supplement education programs
- The school principal or governing body (e.g. scouts/cadets) must provide written support
- Social or recreational activities (e.g. shopping or free days) are not eligible

Performing arts (CGPH 5.20)

- The group must be selected because of level of achievement or success
- An invitation from the organizing body is required
- The event must be a recognized competition with a formal evaluation or adjudication process with qualified judges or adjudicators
- Confirmation of a formal evaluation or adjudication process is required from the organizing body
- Ages for all performers participating and names of all support staff or chaperones must be included
- Eligible days are restricted to those with adjudicated performances
- Practice/rehearsal days or training workshops/seminars are not eligible
- Instructor training may be eligible under CGPH 5.18

Sports (CGPH 5.21)

- Written approval from the licensed group's governing body is required
- Competitions/tournaments/games must be sanctioned by the local governing body
- Ages for all athletes participating and names of all support staff or chaperones must be identified
- Practice days and/or team training are not eligible
- Coach training may be eligible under CGPH 5.18