



## INDIGITIZATION 2019 GRANT APPLICATION

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### WORKSHEET 3: TRAVEL COSTS

Please refer to [Application Guidelines](#) for information regarding the Training Workshop. For cost estimates for the Vancouver workshop, see the [Indigitization Training Week Guide](#); if interested in attending a regional workshop send an email to [in.digitization@ubc.ca](mailto:in.digitization@ubc.ca) for a more detailed regional Training Workshop Travel Planning Guide.

#### Digitization Technician Travel

<b>Name</b>			
<b>Choose Training Location</b> (Must be the same location for both Tech and Manager)		<input type="checkbox"/> Vancouver (UBC)	<input type="checkbox"/> Prince George (UNBC)
<b>Expense Type</b>			<b>Total cost per expense type (\$)</b>
<b>1. Airfare</b>	Airfare total:	Baggage fee total:	\$0.00
<b>2. Mileage</b> (only claim mileage for one person if sharing a vehicle)	Cost/ km:	# kms:  (Use Google maps to calculate)	\$0.00
<b>3. Ferry</b>	Cost for vehicle and passenger(s):		\$0.00
<b>4. Taxi to/from airport</b>	TO:	FR:	\$0.00
	<b>Cost per day or trip</b>	<b>Number of Days</b>	
<b>5. Accommodation</b> (only claim accommodation for one person if sharing a room)	(Include tax and parking):	(Include the nights before and after if needed):	\$0.00
<b>6. Per Diems</b> (lunch is hosted for 2 days, all other meals on your own)			\$0.00
<b>7. Parking at UBC or bus fare both ways to training each day</b>			\$0.00
<b>Total Technician Costs</b>			\$0.00
	<b>Participant Contribution</b>	<b>Requested from Grant</b>	<b>Total Cost</b>
<b>Total Cost should equal Total Technician Costs above</b>			\$0.00



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### Project Manager Travel

<b>Name</b>			
<b>Choose Training Location</b> (Must be the same location for both Tech and Manager)			
<input type="checkbox"/> Vancouver (UBC)		<input type="checkbox"/> Prince George (UNBC)	
<b>Expense Type</b>			<b>Total cost per expense type (\$)</b>
<b>1. Airfare</b>	Airfare total:	Baggage fee total:	\$0.00
<b>2. Mileage</b> (only claim mileage for one person if sharing a vehicle)	Cost/ km:	# kms:  (Use Google maps to calculate)	\$0.00
<b>3. Ferry</b>	Cost for vehicle and passenger(s):		\$0.00
<b>4. Taxi to/from airport</b>	TO:	FR:	\$0.00
	<b>Cost per day or trip</b>	<b>Number of Days</b>	
<b>5. Accommodation</b> (only claim accommodation for one person if sharing a room)	(Include tax and parking):	(Include the nights before and after if needed):	\$0.00
<b>6. Per Diems</b> (lunch is hosted for 2 days, all other meals on your own)			\$0.00
<b>7. Parking at UBC or bus fare both ways to training each day</b>			\$0.00
<b>Total Manager Costs</b>			\$0.00
	<b>Participant Contribution</b>	<b>Requested from Grant</b>	<b>Total Cost</b>
<b>Total Cost should equal Total Manager Costs above</b>			\$0.00

**Total travel costs for Tech and Manager =**           \$0.00          

Note: Please arrange to pay participants as per YOUR band or organization's travel policies and be reimbursed from Indigitization funding. This funding may not be in place before training week.



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### **Additional Travel Narrative Questions:**

1. Tell us any extra info to help us understand your plans for travel, including the rationale for your choice of training location and how you reached your travel costs.

Text box will expand as you type. To start typing on a new line press "enter."



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### WORKSHEET 4: ITEMIZED PROJECT BUDGET

Please use the worksheets above to calculate these numbers

Expenses	Participant Contribution (\$)	Requested from Grant (\$)	Total Cost (\$)	Details
<b>Labour Costs (from Worksheet One)</b>				
Digitization Technician	\$0.00	\$0.00	\$0.00	
Project Manager	\$0.00	Not eligible	\$0.00	
<b>Equipment Costs (from Worksheet Two)</b>				
Buying or borrowing equipment	\$0.00	\$0.00	\$0.00	
Other equipment costs	\$0.00	\$0.00	\$0.00	
<b>Travel Costs (from Worksheet Three)</b>				
Digitization Technician	\$0.00	\$0.00	\$0.00	
Manager	\$0.00	\$0.00	\$0.00	
<b>Other (Please refer to <a href="#">the application guidelines</a> to see if these are eligible expenses)</b>				
<b>Totals</b>	\$0.00	\$0.00	\$0.00	