

**Overall Objective**

This donation policy applies to convention and provincial delegates as well as provincial executive members and others attending special party conferences. A receipt for the value of a contribution is available to encourage the participation of all members in the governance of the Party.

**Claims**

Claims must be submitted on the "Delegate Donation Claim" form (below) and, except for mileage costs, must be accompanied by receipts. The member should pay all transportation and hotel bills and then submit the claim for a tax receipt. All claims must be approved by the Treasurer.

**Transportation**

Ground travel (own car or bus) is preferred to air travel unless the latter is clearly a lower cost. However, the location of the meeting and the member's own home may require air travel. If a member, for personal convenience chooses to fly rather than take ground travel, and the cost of the air travel is higher, the Party will only receipt the equivalent of car travel.

Car travel will be reimbursed at a rate of 35 cents/km. A notation of the distance traveled should be added to the claim form. Reasonable car-pooling is encouraged (i.e. 1 driver and 1-3 passengers depending on the size of vehicle and amount of luggage). Reimbursement of travel costs only applies to persons travelling more than 100 kms from their home to attend a party event or meeting. Related costs such as airport buses and parking will only be accepted in connection with approved air travel.

ALBERTA NDP

Delegate Donation Claim Form

Please attach your receipts.

**Name:**

**Event/Meeting:**

**Date of Event/Meeting:**

Kilometres driven

@ 35 cents/km

Busfare/Airfare

Accommodation

Miscellaneous

**Total Expenses**

Provincial Treasurer Approved

Date

Delegate's  
Signature: