



LASALLE COLLEGE VANCOUVER & LASALLE COLLEGE VANCOUVER HIGH SCHOOL

TRAVEL BURSARY

Are you interested in a Creative Career? Is visiting a school important in your decision-making process? We want you to visit LaSalle College Vancouver/LaSalle College Vancouver High School!

LaSalle College Vancouver and LaSalle College Vancouver High School offer a Travel Bursary of up to **\$1000** to cover some of your expenses to come visit us!

CRITERIA*

The student must:

	Reside outside a 200km radius from LCV campus.
	Submit this Travel Bursary Application Form with your program application within 60 days of your visit.
	Start within 2 years of that visit in one of our High School, Diploma* or Degree programs.
	List eligible expenses on Page 2 of this form and submit with receipts. (Keep a copy)

* Conditions do apply - please see details on page 2.

AWARD DISBURSEMENT*

Up to \$1000 in bursary will be directly applied to your tuition.
Bursary will be awarded after you complete one full term at LaSalle College Vancouver / LaSalle College Vancouver High School in an eligible program.
Visit must be verified by a LaSalle College Vancouver / LaSalle College Vancouver High School staff member.

* See page 2 for important details.

Last Name

First Name

School Program

Address

Date of Visit

City

Province

Postal Code

Phone

Email

INTERNAL USE ONLY

Student Number: _____

Visit verified by: (name) _____ (signature) _____



TRAVEL BURSARY



*CRITERIA & AWARD DISBURSEMENT CONDITIONS

- Student applicants residing at and travelling from a distance greater than 200 km away from the LCV/LCV High School campus are eligible as follows:
 - 200 ~ 499km – maximum \$500 bursary eligibility
 - 500+ km – maximum \$1,000 bursary eligibility
- Eligible expenses:
 - Maximum 2 nights accommodation
 - Flight, car rental, train, bus
 - Local ground transportation (transit, taxi, ride-share, etc.)
 - Personal vehicle mileage claim (\$0.20 per km)
- E-Learning Diplomas are not eligible for scholarships.
- Eligible expenses must have been incurred for the student applicant's travel only (i.e. expenses incurred by/for companions will not be considered).
- Expenses can be submitted for one visit to LCV only.
- LCV recommends that you keep a copy of all receipts for your own records

STUDENT APPLICANT EXPENSE APPLICATION (complete details within this table; attach an additional page if needed)

Receipt Number*	Date	From / To (Location)	Description of Expense	Driving mileage (\$0.20/km)	Total in Other Currency	Total in CAD
1						
2						
3						
4						
5						
*Number each receipt				Total Expense		

EXPENSE SAMPLE SUBMISSION #1 (AIR TRAVEL)

Receipt Number*	Date	From / To (Location)	Description of Expense	Driving mileage (\$0.20/km)	Total in Other Currency	Total in CAD
1	Sept. 15, 2020	Montreal - Vancouver	Airfare (return)	n/a	n/a	\$500.00
2	Sept. 15, 2020	Vancouver	Taxi to hotel (one way)	n/a	n/a	\$28.00
3	Sept. 16, 2020	Vancouver	Transit to campus (return)	n/a	n/a	\$9.00
4	Sept. 15 / 16 2020	Vancouver	Hotel (2 nights)	n/a	n/a	\$400.00
*Number each receipt				Total Expense	n/a	\$937.00

EXPENSE SAMPLE SUBMISSION #2 (DRIVING)

Receipt Number*	Date	From / To (Location)	Description of Expense	Driving mileage (\$0.20/km)	Total in Other Currency	Total in CAD
n/a	Sept. 15, 2020	Kelowna - Vancouver	Driving (380km)	\$76	n/a	\$76.00
1	Sept. 15, 2020	Vancouver	Hotel (1 night)	n/a	n/a	\$200.00
n/a	Sept. 16, 2020	Vancouver – Kelowna	Driving (380km)	\$76	n/a	\$76.00
*Number each receipt				Total Expense	\$0.00	\$352.00