



Doulas for Aboriginal Families Grant Program

Travel Grant Policy

The Doulas for Aboriginal Families Grant Program (DAFGP) provides travel grants in order to increase access to doula services to Indigenous families in BC (on or off reserve). Funding for travel is based on a first come, first served policy until program dollars are fully disbursed.

Travel grants are available for doulas to:

- a) Accompany a client giving birth in a hospital or home birth accompanied by a Midwife
- b) Provide prenatal and postpartum visits to a client (*coverage for ground travel only*)
- c) Attend doula trainings

Coverage

The type of transportation and accommodation to be compensated is to be the most economical available.

Ground Travel

Coverage includes ferries, taxis, bus and parking (receipts and boarding passes are required), as well as personal car mileage. Mileage is calculated using the distance from the claimant's home address (25km min.; 100km max.). All car expenses are covered by the kilometrage rate including maintenance, repair, insurance, and fuel.

Air Travel

The lowest available airfare that reasonably meets travel needs within the economy class of service will be reimbursed. Baggage fees or cancellation fees will not be reimbursed. Receipts and boarding passes are required.

Accommodation

The standard for accommodation is a single room with a private bath in a business class hotel. Luxury accommodations will not be reimbursed. Personal or miscellaneous expenses such as in-room movies and mini-bar refreshments will also not be reimbursed. Receipts for hotels are required.

Meals

Meals will be reimbursed at the established rates listed on the form regardless of the actual meal costs. Receipts are not required. Please use the following as a guideline in determining meal allowances:

Depart from home:

After 8:00 am – no breakfast

After 1:00 pm – no lunch

After 7:00 pm – no dinner

Return to home:

Before 9:00 am – no breakfast

Before 12:00 pm – no lunch

Before 6:00 pm – no dinner

Administrative Process

To apply for the travel grant, doulas are required to submit a travel estimate (see Travel Form attached) and a short rationale for your request. The BCAAFC must pre-authorize all travel, otherwise expenses will not be covered. Travel advances may be considered upon special request.

Doulas will be required to submit a travel claim confirming expenses (which may differ slightly from the estimate) with supporting receipts attached within 30 days from the date of return (see Travel Form attached).

To submit your Travel Form or more information:

Doula Program Coordinator

551 Chatham St, Victoria BC V8T 1E1

(250) 388-5522 ext. 201

doulaprogram@bcaafc.com

DAFGP Travel Form

Doula name:	Travel Estimate	Travel Claim
Payable to (if different):	Mailing Address:	
Client:	City, Postal Code:	
Departure Address:	Phone:	
Arrival Address:	Email:	
Dates:		

1) Private Transportation		Rate (per km)	
TOTAL DISTANCE in km (return)		\$	
2) Public Transportation (air, taxi, ferry, parking, etc.)			
Method	From	To	Total \$
(receipts required) 2) TOTAL			
3) Accommodation			
Hotel		(receipt required) 3) TOTAL	
4) Meal Allowance (Per Diem)			
Breakfast @ \$	/day x	days =	
Lunch @ \$	/day x	days =	
Dinner @ \$	/day x	days =	
TOTAL Private Transportation			
TOTAL Public Transportation			
TOTAL Accommodation			
TOTAL Meal Allowance			
GRAND TOTAL			
Total Advance (if applicable)			
NET Expense Claim			

"I hereby certify that this is a true statement of reimbursements to which I am entitled as a result of travel on business, as detailed above and that I have not been and will not be reimbursed for these expenses by any other party."

Signature of Claimant (Doula) Date

Signature of Client (Birth Person) Date

Office Use Only:

Signature of Doula Program Coordinator	Date	Cheque #:
		Date:
		Accnt Code:
Signature of Management	Date	Dept: