

*This is a brief description of the Travel Pool for BCACDI*

**Travel Pool**

Members submit the travel pool claim form and receipts within one month of each BCACDI meeting.

To: Corena Arlitt  
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The travel pool includes travel costs to and from the BCACDI meetings  
February – for member agency Executive Director (designate) and Board Member  
May – for member agency Executive Director (designate)  
September – for member agency Executive Director (designate)

Confirmation of receipt of the travel pool form will be emailed if agencies include their email address on their claim form.

**Deadlines: Travel pool must be submitted within 1 (one) month of the meeting. Late submissions are not considered.**

**How it works**

All claims from member agencies are totaled and divided by the number of members to provide an average travel cost.

Each member agency then pays or is reimbursed the average cost.