



## NOVA SCOTIA REGIONAL PONY CLUB TRAVEL GUIDELINES

These are guidelines ONLY and their use is NOT mandatory.

- These guidelines are to assist Regional Discipline Chairs with making travel arrangements for Nova Scotia Pony Club members and chaperones traveling to national events.
- These guidelines have been developed from identifying best practices in the region and in consultation with Canadian Pony Club (CPC).
- Use of these guidelines will eliminate the personal financial risk and burden of Discipline Chairs in paying for travel costs.

### Discipline Chairs will:

- ❖ Provide as much advance notice to members on dates and venues for national events as possible including anticipated travel date and time, anticipated travel, accommodation and registration costs and shared cost of the chaperone. In some cases accommodations are included in the registration fee. (i.e. Quiz)
- ❖ Contact the CPC Travel Agent – McPhail Travel Services (contact info below) to advise of anticipated travel plans including expected number of members, travel dates and times.
- ❖ Coordinate the collection all fees well in advance. Fees should be collected before flights and accommodations are booked
- ❖ Payment for ALL fees (travel and registration) will be made payable to NSPC

### Registration Fees for Individual or Teams participating in National Events:

- ❖ Will be made as a separate payment to NSPC
- ❖ NSPC will forward payment onto the hosting region

### Travel & Accommodation Costs for Individual or Teams (including the shared cost of the chaperone) participating at National Events:

- ❖ Will be made as a separate payment to NSPC

### Once ALL fees are collected the Discipline Chair will:

- ❖ Advise McPhail Travel Services to make the travel bookings. The costs will be charged to the CPC credit card
- ❖ Advise members/chaperone of the travel details

### Regional Treasurer will:

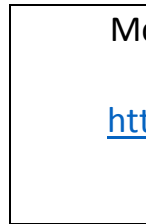
- ❖ Forward payment to hosting region for registration fees
- ❖ Receive an invoice from CPC for the travel and accommodation costs
- ❖ Forward payment to CPC for travel and accommodation costs

Once ALL expenses have been paid

- ❖ Advise members of any exc meals or other expenses due to individual members

TO NOTE:

- Members/chaperones will be provided
- Members/chaperones **WILL** be provided McPhails
- Cancellation insurance is not a fee for canceling but provided
- Members are required to travel to (University) and traveling from
- McPhails is able to get a grant
- Travel awards collected through travel for regional representation



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