

Fanshawe 2026: Central Region Instructor Travel Subsidy Information

- What options are there to travel to London?
 - o [Click to download the Travel FAQ for information on travel options](#)
- What is the budget for the travel subsidy to attend the Fanshawe workshops?
 - o The Board and IDT approved a travel budget of \$14,000 to assist the Central Region instructors to attend the Instructor Training Week.
 - o The budget is split into different pools to support airfare to attend the workshop(s), fuel costs (car) and other travel (such as bus tickets, etc.).
 - o If your travel costs exceed \$400, please contact the organizers so that your costs can be allocated from the budget which will assist us in monitoring our budget
- Who can apply for a Travel Subsidy to attend the workshops held at Fanshawe (London)?
 - o Only instructors from the Central Region can apply for the Travel Subsidy
 - o The instructor must attend at least the Instructor Training Week to qualify for the travel subsidy
 - o Other regions may have funds available to assist their instructors to attend the Fanshawe workshop
- Definition of a Central Region Instructor
 - o For the purposes of this subsidy, to be considered a “Central Region Instructor” you must meet the following criteria:
 - The location representative (and council if it exists) assigns the instructor to teach the class.
 - The instructor teaches the class they are assigned at a Central Region Location that appears on the Canadian Tai Chi Academy class lists for the location (see the national website https://www.canadiantaichiacademy.org/main_classes.html)
 - All participants that attend the class have signed the registration form (waiver) to become members or have signed the visitor waiver form.
 - The class must have CTCA members attending the class (and paying dues to the location).
 - The location needs to report the revenue and expenses (rent, advertising, etc.) for the class in the national bookkeeping system.
 - The venue where the class is taking place needs to be listed with the CTCA insurance carrier.
 - The instructor is teaching classes consistent with the Mr. Moy tradition.
 - The instructor is required to meet any additional criteria set out by the IDT to maintain their standing as an instructor.
 - o If you do not meet the above criteria, you will require a letter from the Location Representative or Sub-region liaison stating that you are a current instructor teaching a class for the Academy

- What travel expenses are covered?
 - Car Fuel
 - the total distance travelled (return) must be greater than 100 km
 - If the total distance travelled is less than 100 km, the travel does not qualify for reimbursement
 - Only a single return trip can be claimed. If you leave the workshop and return making multiple trips to the workshop venue, you will only be permitted to claim a single return trip
 - Ticket: Airfare / Rail
 - If you know your ticket cost will exceeds \$400, we ask that you get your travel expenses pre-approved. We want to make sure that we have the funds to cover your travel costs
 - Ticket: Bus
 - Your bus fare (and return ticket) can be submitted to be reimbursed.
 - Local travel to and from the bus station can also be claimed.
 - Other Expenses
 - Parking
 - Road Tolls
 - Ferry
 - Taxi fares / Uber / etc.
 - Car rental including insurance and fuel
 - You must get prior approval before renting a vehicle to travel to the workshop
- Is there a maximum amount that can be claimed?
 - There are no limits on how much can be claimed.
 - We ask that members consider ways to keep their costs reasonable so that we can offer the subsidy to the most instructors possible
 - If your travel costs are going to exceed \$400 we ask that you get prior approval so that high cost travel is allocated from the budget (flights, car rentals, large distance travel – over 900 km total)
- How many instructors from a location can apply for the Travel Subsidy?
 - There is no limit on how many instructors can apply for the Travel Subsidy
 - We do have to manage our budget so there is a finite number of instructors who can receive the travel subsidy
 - We feel the budget should cover car travel from all locations in the Central Region
 - If there are many high-cost travel subsidy claims, we may need to prioritize who receives the subsidy to maximize the number of people who can attend the training week. Priority will be given to pre-approved travel expenses.
- How many cars can drive from a location to the workshop?
 - We encourage the members who are going to travel to the workshop to carpool to minimize the amount paid for travel subsidies

- There is no limit on the number of cars coming from a location
 - Try to minimize the number of cars coming with a single person in the car
 - If at least one person in the car is an instructor attending the Instructor Training Week, the instructor can apply for the travel subsidy (the instructor does not have to be the driver)
 - If there is more than one instructor in the vehicle, only one person can apply for the subsidy
- What if I travel each day to and from the workshop venue?
 - You can only apply for a single trip to and a single trip back from the workshop venue to your home.
- What is the process to apply for the Travel Subsidy?
 - Please retain all receipts for costs associated with your travel and submit with your travel claim. Identify the GST/HST on the travel claim for each expense.
 - For mileage claims, please record your odometer at the start of the journey and the final number when you return home (used to calculate the round trip distance)
 - The instructor must complete the “CTCA Travel Expense Claim” to submit for the Travel Subsidy.
 - [Click to download the Expense form for the Instructor Training Week.](#)
 - Under “Purpose of Travel” write: Instructor Training Week Travel Subsidy
 - For Car Travel: In the mileage section, record the total distance (km) travelled (roundtrip).
 - The CTCA Travel Policy defines the rate at \$0.35 per kilometer.
 - The total distance must be greater than 100 km.
 - [Click to download the CTCA Instructor Travel Policy](#)
 - Submit the form by email to the Treasurer payables@CanadianTaiChiAcademy.org
 - Once the form has been approved you will receive a refund cheque or e-transfer
- Who approves the subsidy?
 - All expense claims will be reviewed by the workshop organizers.
 - Expenses over \$400 will be expedited if the expenses are pre-approved. If a large expense has not been pre-approved, the approval process will take a longer amount of time to process
 - Unexpected travel claims will take a longer amount of time to review and approve
- When can I submit my expense claim?
 - Once you have paid for your travel and you have a receipt for your travel you can complete and submit your expense claim.
 - If you cancel your travel plans and receive a refund (refundable ticket), you will be expected to return your travel subsidy if it has been paid
 - [Click to download the Expense form for the Instructor Training Week.](#)

- How do I submit my travel expenses to attend the AGM?
 - If you are attending the AGM but not the Instructor Training Week, you must communicate with the Treasurer / Board of Directors to receive approval for reimbursement for your travel expenses
 - Submit the completed expense form by email to the Treasurer
payables@CanadianTaiChiAcademy.org
 - [Click to download the CTCA Expense form](#)