



EXPLANATION OF THE TRAVEL POOL

The Travel Pool is required by the BCFED Constitution. It is an assessment placed on all local unions attending the convention which is used to assist out-of-town locals in recovering some of the travel expenses incurred.

Claims can be submitted by presenting completed travel pool claim forms to the convention office **prior to the closing of the last day of Convention.** This procedure is outlined on the Travel Pool Claim Form (contained in Convention kits).

All forms received are totalled and then divided by the number of registered delegates, to determine average cost per delegate. All registered local unions are then assessed the amount of one portion multiplied by their number of delegates. Each local will then be assessed either an amount owing or a refund, depending on their number of delegates and claimed travel costs.

As a result of the method of calculating the pool, claims will not be accepted once the deadline for submissions has passed (close of Convention). Please note that all locals will be included in the assessment, regardless of whether or not their forms were submitted on time.