

## Request for Out-of-Province Travel Approval Tutorial

This document provides instructions and tips on the completion of the Request for Out-of-Province Travel Approval online request form.

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## 1. Before you start the Request for Out-of-Province Travel Approval

Before submitting a Request for Out-of-Province Travel Approval form online, please ensure that the proposed out-of-province travel is eligible.

Under exceptional circumstances, grant recipients may request pre-approval to use a portion of grant funds towards out-of-province travel costs. Requests for pre-approval must be submitted to the Branch prior to the date of travel.

Out-of-province travel may be approved under the following circumstances:

- Representing the province as a result of merit achieved through organized competition.
- Regional amateur competition in a recognized league that involves cross-border travel.
- Medical treatment that is unavailable in the province.

Grant funds must not be used for out-of-province travel to attend conferences, conventions, retreats, training sessions, or board meetings.

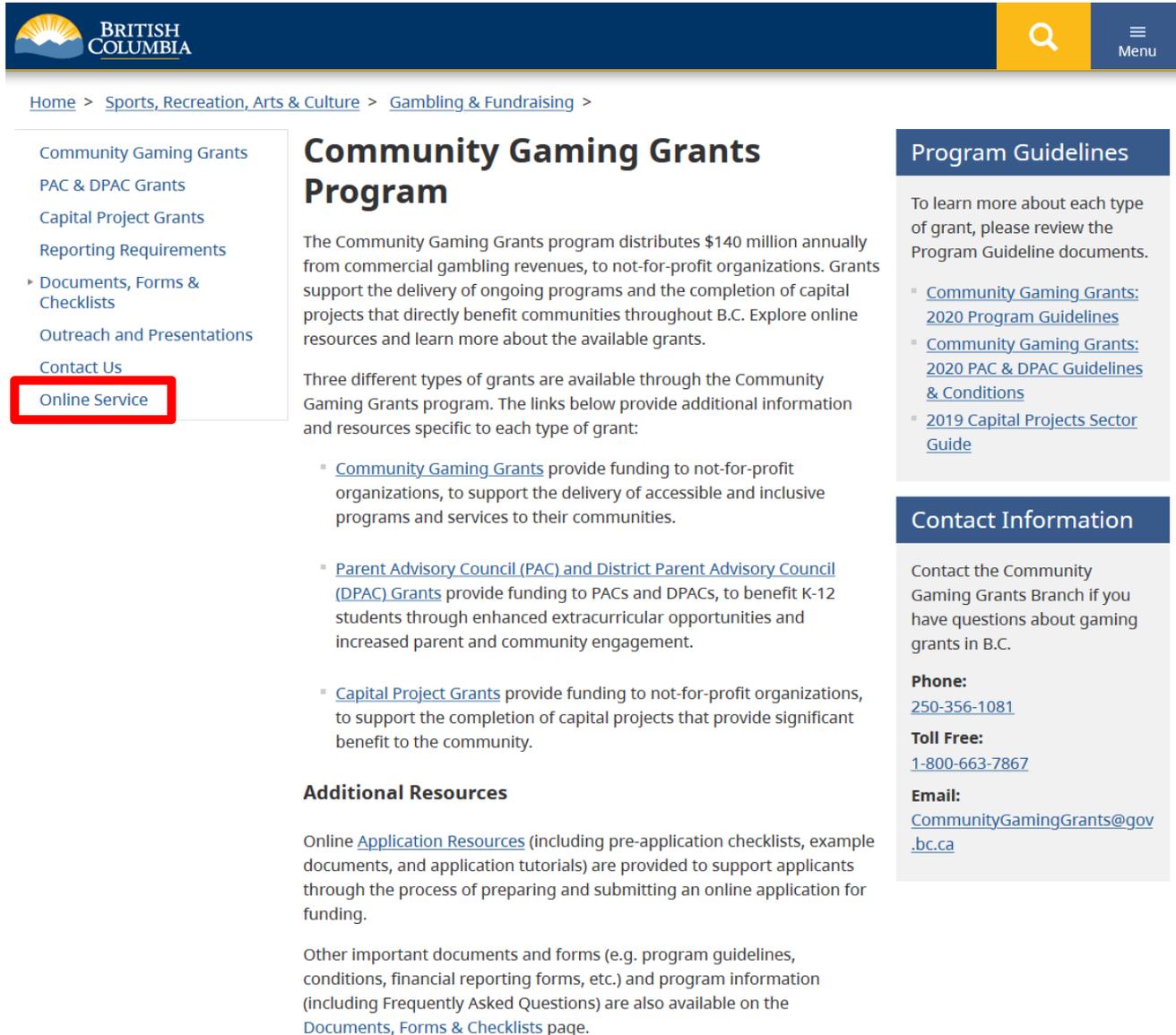
To request pre-approval to use grant funds for out-of-province travel, grant recipients must submit a Request for Out-of-Province Travel Approval online, at <https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gambling-in-bc/online-service>

### Additional notes about completing your online application:

- The online Request for Out-of-Province Travel Approval form must be completed and submitted in one sitting, as the system will time out after approximately 60 minutes. If the system times out, attempting to submit the form may result in an error, and the information entered into the form may be lost.
- Most applicants will be able to complete the form in 10-20 minutes.
- Do not click the back button or refresh button in your web browser while completing the form.
- Do not copy and paste from other documents into the application fields.
- Application fields that allow for multiple lines of text have a limit of 4,000 characters, including spaces and punctuation.

## 2. Click the “Online Service” link on the Community Gaming Grants website

You can start a Request for Out-of-Province Travel Approval form by visiting the Branch website at: <https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gaming-grants>. To start your request, click the “Online Service” link.



The screenshot shows the website header with the British Columbia logo and a search icon. The breadcrumb trail is: Home > Sports, Recreation, Arts & Culture > Gambling & Fundraising >. The main content area is titled "Community Gaming Grants Program". A left-hand navigation menu lists: Community Gaming Grants, PAC & DPAC Grants, Capital Project Grants, Reporting Requirements, Documents, Forms & Checklists, Outreach and Presentations, Contact Us, and Online Service. A red arrow points to the "Online Service" link. The main content describes the program, which distributes \$140 million annually from commercial gambling revenues to not-for-profit organizations. It lists three types of grants: Community Gaming Grants, Parent Advisory Council (PAC) and District Parent Advisory Council (DPAC) Grants, and Capital Project Grants. Additional resources include application resources and frequently asked questions. On the right, there are sections for Program Guidelines and Contact Information.

Home > Sports, Recreation, Arts & Culture > Gambling & Fundraising >

Community Gaming Grants  
PAC & DPAC Grants  
Capital Project Grants  
Reporting Requirements  
Documents, Forms & Checklists  
Outreach and Presentations  
Contact Us  
**Online Service**

## Community Gaming Grants Program

The Community Gaming Grants program distributes \$140 million annually from commercial gambling revenues, to not-for-profit organizations. Grants support the delivery of ongoing programs and the completion of capital projects that directly benefit communities throughout B.C. Explore online resources and learn more about the available grants.

Three different types of grants are available through the Community Gaming Grants program. The links below provide additional information and resources specific to each type of grant:

- Community Gaming Grants provide funding to not-for-profit organizations, to support the delivery of accessible and inclusive programs and services to their communities.
- Parent Advisory Council (PAC) and District Parent Advisory Council (DPAC) Grants provide funding to PACs and DPACs, to benefit K-12 students through enhanced extracurricular opportunities and increased parent and community engagement.
- Capital Project Grants provide funding to not-for-profit organizations, to support the completion of capital projects that provide significant benefit to the community.

### Additional Resources

Online [Application Resources](#) (including pre-application checklists, example documents, and application tutorials) are provided to support applicants through the process of preparing and submitting an online application for funding.

Other important documents and forms (e.g. program guidelines, conditions, financial reporting forms, etc.) and program information (including Frequently Asked Questions) are also available on the [Documents, Forms & Checklists](#) page.

### Program Guidelines

To learn more about each type of grant, please review the Program Guideline documents.

- Community Gaming Grants: [2020 Program Guidelines](#)
- Community Gaming Grants: [2020 PAC & DPAC Guidelines & Conditions](#)
- 2019 Capital Projects Sector [Guide](#)

### Contact Information

Contact the Community Gaming Grants Branch if you have questions about gaming grants in B.C.

**Phone:**  
[250-356-1081](tel:250-356-1081)

**Toll Free:**  
[1-800-663-7867](tel:1-800-663-7867)

**Email:**  
[CommunityGamingGrants@gov.bc.ca](mailto:CommunityGamingGrants@gov.bc.ca)

### 3. Click the “Launch Online Service” button

BRITISH COLUMBIA

Home > Sports, Recreation, Arts & Culture > Gambling & Fundraising > Gambling in B.C. >

Laws, Regulations & Policies  
Reports, Publications & Statistics  
Where the Money Goes  
Gambling Locations

## Gaming Online Service

**▲ As of July 2, 2019, all Gaming Event Revenue Reports must now be filed through our website.**

Go to the Online Service system by clicking the button below:

[Launch Online Service](#)

Using the Online Service, you can apply for a gambling event licence or gaming grant, check your application status, or report gambling wrongdoing.

If you've never applied before or need a refresher, please prepare for your application beforehand by reviewing "how to apply" information (pre-application checklists, tutorials, frequently asked questions, and more) at the following links:

#### Gaming Grants

- [Gaming Grants](#) (general information about gaming grants)
- [Community Gaming Grants](#) (for community programs)
- [PAC & DPAC Grants](#) (for parent advisory councils)
- [Multiculturalism Grants](#) (for cultural expression and anti-racism programs/projects)

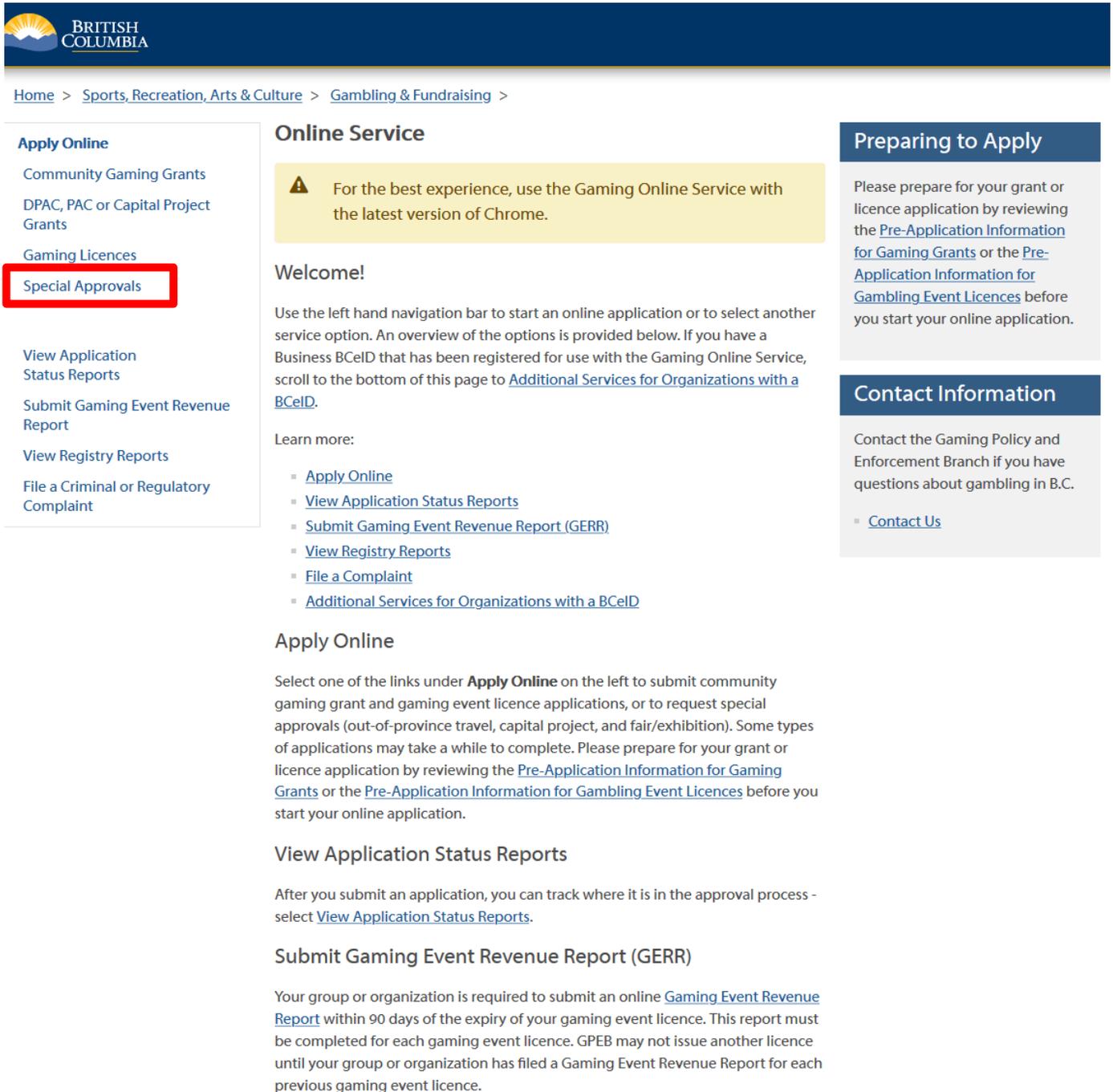
#### Gambling Event Licences

- [Gambling Event Licence Fundraising](#) (general information about gambling event licences)
- [Class A Licence \(More than \\$20,000 in Gross Revenue\)](#)
- [Class B Licence \(\\$20,000 or Less in Gross Revenue\)](#)
- [Class C Licence \(Fairs & Exhibitions\)](#)
- [Class D Licence \(\\$5,000 or Less in Gross Revenue\)](#)

Did you find what you were looking for? [Yes](#) [No](#)

Home | [About gov.bc.ca](#) | [Disclaimer](#) | [Privacy](#) | [Accessibility](#) | [Copyright](#) | [Contact Us](#)

#### 4. Click “Special Approvals” on the Online Service web page



The screenshot shows the British Columbia Online Service website. The header includes the British Columbia logo and navigation links: Home > Sports, Recreation, Arts & Culture > Gambling & Fundraising >. The left navigation menu is titled 'Apply Online' and contains several options: Community Gaming Grants, DPAC, PAC or Capital Project Grants, Gaming Licences, **Special Approvals** (highlighted with a red box and a red arrow), View Application Status Reports, Submit Gaming Event Revenue Report, View Registry Reports, and File a Criminal or Regulatory Complaint. The main content area is titled 'Online Service' and features a yellow warning box: 'For the best experience, use the Gaming Online Service with the latest version of Chrome.' Below this is a 'Welcome!' section with instructions on how to use the service and a list of links: Apply Online, View Application Status Reports, Submit Gaming Event Revenue Report (GERR), View Registry Reports, File a Complaint, and Additional Services for Organizations with a BCeID. The 'Apply Online' section explains that users should select one of the links in the left menu to submit applications. The 'View Application Status Reports' section states that users can track their application progress. The 'Submit Gaming Event Revenue Report (GERR)' section explains that users must submit a report within 90 days of their gaming event licence expiry. On the right side, there are two additional sections: 'Preparing to Apply' with instructions on reviewing pre-application information, and 'Contact Information' with a link to 'Contact Us'.

BRITISH COLUMBIA

Home > Sports, Recreation, Arts & Culture > Gambling & Fundraising >

**Apply Online**

- Community Gaming Grants
- DPAC, PAC or Capital Project Grants
- Gaming Licences
- Special Approvals**
- View Application Status Reports
- Submit Gaming Event Revenue Report
- View Registry Reports
- File a Criminal or Regulatory Complaint

**Online Service**

**⚠** For the best experience, use the Gaming Online Service with the latest version of Chrome.

**Welcome!**

Use the left hand navigation bar to start an online application or to select another service option. An overview of the options is provided below. If you have a Business BCeID that has been registered for use with the Gaming Online Service, scroll to the bottom of this page to [Additional Services for Organizations with a BCeID](#).

Learn more:

- [Apply Online](#)
- [View Application Status Reports](#)
- [Submit Gaming Event Revenue Report \(GERR\)](#)
- [View Registry Reports](#)
- [File a Complaint](#)
- [Additional Services for Organizations with a BCeID](#)

**Apply Online**

Select one of the links under **Apply Online** on the left to submit community gaming grant and gaming event licence applications, or to request special approvals (out-of-province travel, capital project, and fair/exhibition). Some types of applications may take a while to complete. Please prepare for your grant or licence application by reviewing the [Pre-Application Information for Gaming Grants](#) or the [Pre-Application Information for Gambling Event Licences](#) before you start your online application.

**View Application Status Reports**

After you submit an application, you can track where it is in the approval process - select [View Application Status Reports](#).

**Submit Gaming Event Revenue Report (GERR)**

Your group or organization is required to submit an online [Gaming Event Revenue Report](#) within 90 days of the expiry of your gaming event licence. This report must be completed for each gaming event licence. GPEB may not issue another licence until your group or organization has filed a Gaming Event Revenue Report for each previous gaming event licence.

**Preparing to Apply**

Please prepare for your grant or licence application by reviewing the [Pre-Application Information for Gaming Grants](#) or the [Pre-Application Information for Gambling Event Licences](#) before you start your online application.

**Contact Information**

Contact the Gaming Policy and Enforcement Branch if you have questions about gambling in B.C.

- [Contact Us](#)

### 5. Search for your organization

Search by entering the organization's L&G file number. If you do not know your L&G file number, please make every effort to find your organization's name in our system, to avoid creating a duplicate account. See the text above the search box for important tips on how to search for your organization by name.

Gaming Policy and Enforcement Branch  
Online Service

Resources

- [Pre-Application Information for Gaming Grants](#)
- [Pre-Application Information for Gambling Event Licences](#)
- [Business BCeID Information and Registration](#)
- [Contact Us](#)

**Gaming Policy and Enforcement Branch**

Gaming Online Service (GOS)

### Organization Search Help ?

**Search**

**IMPORTANT INFORMATION - Before You Begin**

Please prepare by reviewing the following pre-application information (application guides, pre-application checklists and frequently asked questions):

- [Pre-Application Information for Gaming Grants](#)
- [Pre-Application Information for Gambling Event Licences](#)

**Application Technical Recommendations:**

- Use Google Chrome web browser
- Allow for approximately 30 minutes to complete application
- Your application must be completed start to finish. You cannot save or leave and comeback to the application
- All fields with an asterisk (\*) must be completed

*Note: If your application page has 30 minutes of inactivity, the system will automatically timeout and your information will be lost.*

**Prior to beginning your Charitable Licensing application:**

- Have key contact names, addresses, phone numbers and email address information ready
- Ensure your payment information is ready and available
- Retain a copy of your application by printing each page as you move through the application
- Information cannot be changed by the applicant once it has been submitted

*Note: Completed Charitable Licensing Application timelines, please allow for:*

- Class A & C** - 10 weeks or more before the start of your event(s)
- Class B & D** - 10 business days or more before the start of your event(s)

Please use the **Search** function to determine whether your organization exists in our system.

If more than one result appears for your search, please select the applicable record.  
If your organization does not appear in this list, please refine your search or click New Applicant.

**Use the % sign (wildcard) before and after specific words to assist in your search (eg: %test%).**

**Name:**

Avoid using punctuation marks (i.e. periods, apostrophes) and words that are often abbreviated (i.e. St for Saint, BC for British Columbia) as these may restrict your search.

**OR L&G File #**

## 6. Select your organization

Gaming Policy and Enforcement Branch  
Online Service

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Resources

- [Pre-Application Information for Gaming Grants](#)
- [Pre-Application Information for Gambling Event Licences](#)
- [Business BCeID Information and Registration](#)
- [Contact Us](#)

### Gaming Policy and Enforcement Branch

Gaming Online Service (GOS)

[Help ?](#)

#### Search Results

L&G File #	Name:	Select
123 Test St, Victoria, BC, Canada, V8V 8V8		
1XXXXXX	GPEB Test 4567 Some Street, Vancouver, BC, Canada, V9R 3K9	<input type="button" value="Select"/>
123 Some Street, Victoria, BC, Canada, V8R 2L9		
123 Some Street, Victoria, BC, Canada, V8R 2L9	GPEB Test 100	<input type="button" value="Select"/>
123 Some Street, Victoria, BC, Canada, V8R 2L9		
123 Some Street, Victoria, BC, Canada, V8R 2L9	GPEB Test 101	<input type="button" value="Select"/>
123 Some Street, Victoria, BC, Canada, V8R 2L9		
123 Some Street, Victoria, BC, Canada, V8R 2L9	GPEB Test 102	<input type="button" value="Select"/>
123 Some Street, Victoria, BC, Canada, V8R 2L9		
123 Some Street, Victoria, BC, Canada, V8R 2L9	GPEB Test 103	<input type="button" value="Select"/>
123 Some Street, Victoria, BC, Canada, V8R 2L9		
1111 John Street, Victoria, BC, Canada, V8X 3J2	GPEB Test 2	<input type="button" value="Select"/>

### 7. Review your organization information and click “Next”

Ensure that the organization information is accurate. Please note any changes to the organization’s information in the “Organization Information Changes” section. If you have selected the wrong organization, click the “Back” button at the bottom of the page to navigate back to the search screen.

**Gaming Policy and Enforcement Branch**  
Gaming Online Service (GOS)

**Organization** Help ?

**GBC ID: 131897** **GPEB Test**

All fields with an asterisk (\*) must be completed.

**Organization**

\* **Name:**  
The organization's name should be as it appears on your constitution and/or certificate of incorporation (if applicable).  
GPEB Test

**Addresses**

When entering a row you must enter the Address Type, Effective Date, Street, City, Province, Country, and Postal Code. To enter the record click Add.  
For Returning Users: if you see something that is incorrect, enter the correct information in the Organization Information Changes section below.

Address Type	Effective Date	Address
Mailing	12-Aug-2014	1234 Some Street, Victoria, BC, Canada, V8T 2L9
Physical	23-May-2015	4567 Some Street, Vancouver, BC, Canada, V9R 3K9

**Organization Details**

If your organization is a registered society in BC please enter the BC Society Number.  
For Returning Users: if you see something that is incorrect, enter the correct information in the Organization Information Changes section below.

**BC Society Number:**  
S-0028975

**CRA Registered Charity Number:**  
RR00

**On what date did your organization start operating (approximate)?**  
01-Jun-1966

**Fiscal Year End:**

Month	Day
March	31

**Programs/Services or Purpose**

When entering a row you must choose a Program/Service Type. If you choose 'Other' you must enter a description. To enter the record click Add.  
For Returning Users: if you see something that is incorrect, enter the correct information in the Organization Information Changes section below.

\* **Program/Service or Purpose: Other Description:**

Program/Service or Purpose	Other Description
Youth - Sports	

**Organization Information Changes**

For Returning Users: if you see something that is incorrect, enter the correct information in the text box below. This information will be reviewed and updated when your application is received in GPEB.

**Comments:**

Back Next

8. Select Application Type “Licence” and click “Next”

9. Select Licence Type “Special Approvals” and click “Next”

### 10. Provide details about the proposed travel

This part of the application asks you to provide details about the organization’s proposed out-of-province travel. Please ensure that all required sections (marked with a red asterisk) are completed, then click “Next.”

**Gaming Policy and Enforcement Branch Online Service**

**Resources**

- Pre-Application Information for Gaming Grants
- Pre-Application Information for Gambling Event Licences
- Business, BCeID Information and Registration
- Contact Us

**Gaming Policy and Enforcement Branch**

**Gaming Online Service (GOS)**

**Request for Out-of-Province Travel Approval** Help

GBC ID: 131897 GPEB Test

All fields with an asterisk (\*) must be completed.

**Dates of Travel**

\* How will you be providing the Dates of Travel?

Attach  
 Online Entry

When entering a row you must enter the From and To dates. To enter the row click Add.

From: (DD-MON-YYYY) To: (DD-MON-YYYY)

From: (DD-MON-YYYY)	To: (DD-MON-YYYY)	
15-Mar-2020	20-Mar-2020	Select
19-Apr-2020	24-Apr-2020	Select

**Request Details**

This form is used to request approval from the Branch before disbursing funds from your Gaming Account for out-of-province travel. This request form is not an application for a gaming grant or gaming event licence.

\* Who is Travelling:

Enter the number of individuals by category who will be using gaming funds towards travel. Eligible categories include: athletes/students/coaches/instructors/patient and caretaker etc.

4 athletes, 1 coach

\* Purpose of Travel:

Out-of-province travel will be approved only in exceptional circumstances, such as:

- Representing the province as a result of merit achieved through organized competition;
- Regional amateur competition in a recognized league that involves cross border travel, or
- Medical treatment that is unavailable in the province

Western Canadian Semi-Finals (15 Mar to 20 Mar)  
 Western Canadian Finals (19 Apr to 24 Apr)

A spot has been secured in both competitions for all 4 amateur athletes.

\* Destination:

Edmonton, Alberta

\* Total Estimated Costs:

Includes the total estimated cost of travel

When entering a row you must enter the Description and Amount. To enter the row click Add.

Description:	Amount:	
Flights	\$5000	Select
Accommodations	\$3000	Select
Van rental	\$500	Select
Food	\$1500	Select

\* Total Gaming Revenue:

Enter the total amount of gaming funds you wish to use towards this travel request

\$5000

Back Next

**Note:** Please select “Online Entry” to provide the Dates of Travel.

Enter the “From” and “To” date, then click Add. If you are requesting approval for more than one out-of-province trip, you may enter multiple rows of trip dates. “From” and “To” dates.



**Note:** Please enter each estimated travel cost separately.

Provide a description of the expense (e.g. flights, van rental, food, accommodations, etc.) and the estimated amount, then click “Add.” Repeat this process for each anticipated travel expense.



### 11. Provide information about the officers responsible and the Delivery Method

The Request for Out-of-Province Travel Approval requires contact information for two officers/board members who are responsible for the request, as well as one submitter and one contact (the submitter and contact may also be an officer responsible).

Enter the Delivery Method email address then hit “Next.”

Gaming Policy and Enforcement Branch  
Online Service

Resources

- [Pre-Application Information for Gaming Grants](#)
- [Pre-Application Information for Gambling Event Licences](#)
- [Business BCeID Information and Registration](#)
- [Contact Us](#)

**Gaming Policy and Enforcement Branch**

Gaming Online Service (GOS)

#### Submission Information Help ?

GBC ID: 131897 GPEB Test

All fields with an asterisk (\*) must be completed.

**Officers Responsible**

Each application requires a Contact Person, a Submitter and 1-3 Officers Responsible (e.g. 1 for B Licences, 3 for D Licences and 2 for everything else). Individuals can have multiple roles; simply select multiple "Type" checkboxes when you are completing their information.

**\*Type**

**Officer Responsible (board member of the organization who is responsible to ensure the organization complies with all conditions, guidelines, rules and policies of the Gaming Policy Enforcement Branch)**

**Submitter (member of the organization authorized to complete and submit this application)**

**Contact Person (member of the organization that the Branch can contact regarding this application)**

**\*Position**      **\*First Name**      **\*Last Name**

Treasurer      Test      Treasurer

**Address**

**Unit**    **\*Street**      **\*Province**      **\*City**      **\*Postal Code**

     321 Test St      British Columbia      Victoria      V2V2V2

**\*Business Phone**    **Ext**      **\*Home Phone**      **Cell Phone**

987 - 654 - 3210           789 - 456 - 0123           -      -      -

**e-mail**

treasurer@gpebtest.com (e.g. John.Doe@home.com)

➔

Position	Name	Officer Resp.	Submitter	Contact	
President	Test President	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Edit"/>

**Delivery Method**

\* Your application results will be sent by e-mail. Please enter your email below.

Email  (one address only, e.g. john.doe@example.com)

✦

**Note:** Click the “Add” button for each officer or contact/submitter you enter.



**12. Agree to the terms and conditions then click “Next”**

Review the terms and conditions, then click the checkbox to indicate your agreement. Click the “Next” button to submit your request.

The screenshot shows the 'Terms and Conditions' page. At the top, it says 'Gaming Policy and Enforcement Branch' and 'Gaming Online Service (GOS)'. Below that, it says 'Terms and Conditions' with a 'Help' icon. There are two tabs: 'GBC ID: 131897' and 'GPEB Test'. A message states: 'All fields with an asterisk (\*) must be completed.' Below this is a scrollable area titled 'Terms and Conditions Details' containing the following text:

CONFIRMATION AND ACCEPTANCE:  
 My acceptance of this statement indicates that I confirm and acknowledge:  
 - I am a bona fide member of the organization (the "applicant") making this application, and my position, title or role within it is as indicated herein.  
 - I am authorized to complete and submit this application by and on behalf of the applicant.  
 - I confirm personally and on behalf of the applicant that all facts stated and information furnished in this application are complete and true.  
 - The applicant undertakes to comply with all provisions of the Criminal Code, the Gaming Control Act and the Gaming Control Regulation.  
 - The applicant undertakes to comply with all conditions, guidelines, rules and policies published by the Gaming

Below the scrollable area is a checkbox: '\*I agree to the terms and conditions as stated above:'. A red arrow points to this checkbox. At the bottom, there are 'Back' and 'Next' buttons. The 'Next' button is highlighted with a red starburst.

**13. Review the web confirmation screen**

Congratulations! Your application was successfully submitted. **Please make a note of your application ID number.**

The screenshot shows the 'Web Confirmation' page. At the top, it says 'Gaming Policy and Enforcement Branch' and 'Gaming Online Service (GOS)'. Below that, it says 'Confirmation' with a 'Help' icon. There are two tabs: 'GBC ID: 131897' and 'GPEB Test'. A scrollable area titled 'Web Confirmation' contains the following information:

**Application ID #** 1155508

Your application has been submitted. Please review the rest of this page for important related information.

Record the application ID number above so you can refer to it if you need to discuss your application with the [Gaming Policy and Enforcement Branch](#). Please include this application ID number and your organization name when submitting any supporting documents.

**Supporting Documents** Application processing cannot start until all of the supporting documents have been received by the Gaming Policy and Enforcement Branch in Victoria.  
**Email:** [gaming.branch@gov.bc.ca](mailto:gaming.branch@gov.bc.ca)  
**Mail:** Gaming Policy and Enforcement Branch  
 P.O. Box 9310, Stn. Prov. Govt.  
 Victoria, B.C.  
 V8W 9N1

**Notification Emails** Please make sure your email is set to allow messages sent from the Gaming Policy and Enforcement Branch about your application. See our [Email Tips](#) page.

At the bottom, there is an 'OK' button.

**Note:** Clicking “OK” at the bottom of the screen will bring you back to the Gaming Online System webpage. You will no longer be able to access the Web Confirmation page.

## 14. Contact Information

**Web:** <https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gaming-grants>

**E-mail:** [CommunityGamingGrants@gov.bc.ca](mailto:CommunityGamingGrants@gov.bc.ca)

**Phone:** 250-356-1081

**Toll-free :** 1-800-663-7867