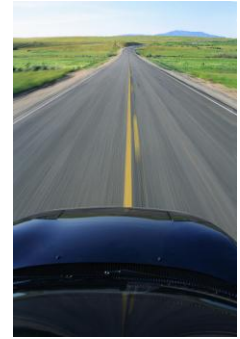




## **Travel Assistance Application**

from the Regional Children's Advocacy Centers and the National Children's Advocacy Center



Participants in the following trainings are eligible to apply for Travel Assistance, reimbursable to the affiliated CAC.

### **Leadership and Management**

February 17 – 18	Accreditation Boot Camp	Salt Lake City, UT
October 18 – 19	Accreditation Boot Camp	Huntsville, AL
October 4 – 8	Advanced Leadership	Colorado Springs, CO
April 19 – 22	CAC Management	Huntsville, AL
June 6 - 9	NCA Leadership Conference	Washington, DC

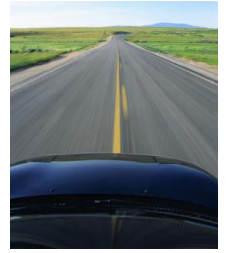
### **Training for Multidisciplinary Professionals**

June 10 - 12	Advanced Medical/Legal Court Prep Training	Bloomington, MN
June 24 - 26	Medical/Legal Court Prep Training	Portland, OR
September 23 - 25	Medical/Legal Court Prep Training	Bloomington, MN
March 11 – 13	Medical Training Academy	Salt Lake City, UT
September 16 - 18	Medical Training Academy	Bloomington, MN
November 4 - 6	Medical Training Academy	Huntsville, AL
September 28 – October 1	Multidisciplinary Team Development Training	Huntsville, AL
November 9 – 12	Multidisciplinary Team Development Training	Huntsville, AL
May 25 - 27	Team Facilitator Training	Huntsville, AL
July 14 - 15	Team Facilitator Training	Denver, CO

- ❖ **Who is eligible for this Travel Assistance?**
- ❖ Child abuse professionals who register for the trainings listed above are eligible to apply.
- ❖ **I am already confirmed as a participant for one of these trainings, and now I want to apply for the Travel Assistance. What do I do?**  
Complete the attached Travel Assistance Application. Include a copy of the confirmation email/letter you received with your registration. Submit this application to the Southern Regional CAC.
- ❖ **When do I need to submit my application?**  
Travel Assistance application should be submitted as soon as possible for review.
- ❖ **If I am awarded travel assistance, what limitations apply to my travel reimbursements?**  
Participants are required to adhere to Federal Per Diem Mileage, and Lodging guidelines. Receipts for lodging (with hotel daily rate) must be submitted. SRCAC cannot reimburse partial payment exceeding the per diem. SRCAC will reimburse traveler for their airline or mileage (up to \$300). If traveling by airplane, ticket purchase receipt **with** boarding pass must be provided to be reimbursed. SRCAC will not reimburse for airline travel without boarding passes. If traveling by car, you must submit proof of mileage (i.e. mapquest). Additional details on the reimbursement process will be provided upon scholarship award.



**Travel Assistance Application**  
 from the Southern Regional Children's Advocacy Center  
 and the National Children's Advocacy Center



**Fax to 256-327-3859 or email [dwoodard@nationalcac.org](mailto:dwoodard@nationalcac.org)**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Agency/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Telephone \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ How long have you been in your current position? \_\_\_\_\_

Scholarships are limited and will be awarded on a competitive basis. Briefly describe the need and/or the benefit(s) that this award would provide to your CAC: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

For which training are you requesting travel reimbursement?

**Training Title** \_\_\_\_\_

**Training Date** \_\_\_\_\_

**Training Location** \_\_\_\_\_

SRCAC can only award travel assistance to those employed by or providing services under contract with an existing or emerging CAC. Travel assistance recipients must be affiliated with a Children's Advocacy Center that will benefit from the skills gained in the training.

Are you affiliated with a Children's Advocacy Center? \_\_\_\_\_

Name of CAC: \_\_\_\_\_ City, State of CAC: \_\_\_\_\_

Name of Executive Director at CAC: \_\_\_\_\_ ED's email: \_\_\_\_\_

**Return this application, along with your training confirmation, to**  
**Darlene Woodard, fax: 256-327-3859 or**  
**SRCAC, 210 Pratt Avenue, Huntsville, AL 35801 or**  
**[dwoodard@nationalcac.org](mailto:dwoodard@nationalcac.org)**

*This Travel Scholarship is underwritten by grant 2008-CI-FX-K008 from the Office of Juvenile Justice and Delinquency Prevention of the U.S. Department of Justice.*