



2016
Travel Assistance Application
Southern Regional Children's Advocacy Center

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

Leadership and Management

March 8-9	Accreditation Boot Camp	Huntsville, AL
June 21-23	CAC Management	Huntsville, AL
TBD	LEC Training	Philadelphia, PA

Training for Multidisciplinary Professional

January 12-14	Team Facilitator	Huntsville, AL
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❖ **Who is eligible for this Travel Assistance?**

Child abuse professionals affiliate with a CAC who register for the trainings listed above are eligible to apply.
LEC Mentorship Attendees who have been selected by Northeast Regional CAC.

❖ **I am already confirmed as a participant for one of these trainings, and now I want to apply for Travel Assistance. What do I do?**

Complete the attached Travel Assistance Application.

❖ **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 passes** must be provided to be reimbursed. SRCAC cannot 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
Southern Regional Children's Advocacy Center**

Fax to 256-327-3818 or email mdickey@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. All reimbursements are made directly to the CAC.

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
Melissa Dickey, fax: 256-327-3818 or
SRCAC, 210 Pratt Avenue, Huntsville, AL 35801 or
mdickey@nationalcac.org**

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