



## Pre-Travel

### REIMBURSEMENT APPLICATION

July 1 — June 30

We're pleased to support your travel for professional development! Follow the guidelines and submit your application at least 21 days **prior** to traveling to be pre-approved for your travel reimbursement—up to \$1,000 until June 30!

#### ELIGIBILITY CRITERIA: Must meet all criteria.

- ✓ My membership in the Alaska SEED Registry is current/active.
- ✓ I am an early childhood or school-age professional operating or working as a paid employee of a licensed (State of Alaska or Municipality of Anchorage) child care facility, Head Start, or pre-elementary school district program, or a State of Alaska Child Care Assistance Program approved child care facility.

#### GUIDELINES FOR REIMBURSEMENT

Traveling to attend training or a conference not offered in your local community or surrounding area? Follow these guidelines and deadlines to be **pre-approved** for up to \$1,000 in travel reimbursements.

<b>Allowable Reimbursement Amount</b>	• Up to \$1,000 for travel to attend higher education, training, or a conference within Alaska.		
<b>What's Covered?</b>	<ul style="list-style-type: none"> <li>• Airfare</li> <li>• Lodging</li> <li>• Passenger ferry fees</li> </ul>	<ul style="list-style-type: none"> <li>• Up to \$50 for ground transportation (taxi fares and vehicle ferry fees)</li> </ul>	<ul style="list-style-type: none"> <li>• Vehicle mileage of 50 miles or more (to/from place of work/home and place of training), reimbursed at current federal mileage rate</li> </ul>
<b>NOT Covered</b>	<ul style="list-style-type: none"> <li>• Travel outside Alaska</li> <li>• Travel between Alaskan communities to attend training outside Alaska</li> </ul>	<ul style="list-style-type: none"> <li>• Meals/food</li> <li>• Wi-Fi fees</li> <li>• Tips for taxi fares</li> </ul>	<ul style="list-style-type: none"> <li>• Rental car</li> <li>• Gas</li> </ul>
<b>Approved Topics</b>	<ul style="list-style-type: none"> <li>• Early childhood and/or school-age education (age birth-12)</li> <li>• Other topics related to working with young children</li> </ul>	<ul style="list-style-type: none"> <li>• Health and safety</li> <li>• Facility Administration</li> </ul>	
<b>Deadlines</b>	<ul style="list-style-type: none"> <li>• <b>Pre-Travel Reimbursement Application:</b> Complete and submit <b>at least 21 days prior to traveling for pre-approval</b>. If you are pre-approved, Alaska SEED will email and/or mail you a confirmation and a Travel Reimbursement (TR) Verification Form to be submitted after the training and travel.</li> </ul>		
<b>Required After Travel</b>	<ul style="list-style-type: none"> <li>• <b>Required Documentation:</b> Proof of completion for training/conference/course, proof of payment, and Mileage Log for vehicle mileage.</li> <li>• <b>Travel Reimbursement (TR) Verification Form:</b> If you are pre-approved, Alaska SEED will email and/or mail you a confirmation and a Travel Reimbursement (TR) Verification Form. Complete and submit the form <b>within 60 business days of completing the training and travel</b>. Payment will be made within 45 business days from <b>completed</b> verification form and mileage log receipt date. Funding is on a first come, first serve basis.</li> </ul>		

#### Alaska SEED

3350 Commercial Drive, Suite 203 | Anchorage, AK 99501 | info@seedalaska.org

Telephone: 907.265.3194 | Toll Free: 1.855.265.7333

Fax: 907.265.3195 | Toll Free Fax: 1.855.265.3195



## Pre-Travel REIMBURSEMENT APPLICATION July 1 — June 30

Please print in **black** or **blue** ink or complete electronically, and then print and sign your application. Incomplete, illegible, or incorrect applications will not be processed. **Funding is on a first come, first serve basis.** \* = **REQUIRED FIELD.**

APPLICANT INFO			
*First Name:	*Last Name:	*Active Alaska SEED member: <input type="checkbox"/>	
*E-mail:		*Phone:	
*Mailing Address:		*City:	*Zip:
*Training/Conference/Course Title:			*Training Date(s):
APPLICANT FACILITY INFO			
*Facility/Approved Provider Name:			
*Administrator Name:		Facility is licensed or approved: <input type="checkbox"/> Center <input type="checkbox"/> Group Home <input type="checkbox"/> Home	
TRAVEL COST ESTIMATES			
Please provide a best estimate of travel costs using current/actual costs of your travel.			
*APPLICABLE TRAVEL EXPENSES	*ESTIMATE		
Airfare or Passenger Ferry Fee	\$		
Lodging	\$		
Ground Transportation	\$		
Vehicle Mileage	\$		
<b>Total Estimated Travel Costs</b>	<b>\$</b>		

**INITIAL HERE**

\_\_\_\_\_ I agree to the following:

- Eligibility requirements and guidelines have been reviewed and met.
- The required application fields (\*) are filled in.
- Travel will not occur until **at least 21 days** from submitting application to allow time for pre-approval.
- A Travel Reimbursement (TR) Verification Form, Mileage Log, proof of payment and proof of completion of training need to be submitted after training and travel.

The information I am providing in this application is true and accurate to the best of my knowledge. Falsification of any information may result in repayment of funds and the inability to receive future reimbursement funds.

**SIGN HERE**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please submit your SIGNED, completed application via email (scanned copies), fax, mail to:**

**Alaska SEED**

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