



Estimated Travel Costs

Your team will need funds for travel by air to three in-person Advocacy Learning Center events over two years. Grantees of the federal Office on Violence Against Women (OVW) have training and technical assistance funds set-aside within their grant awards. These funds are intended to be used for grantees and their project partners to attend OVW-sponsored training such as the Advocacy Learning Center.

Upon acceptance to the Advocacy Learning Center, we will ask you to determine if federal OVW set-aside training funds or other funds are available to you for travel expenses and we will discuss any subsidy needs.

The chart below provides estimated total travel expenses for teams of two, three, or four persons.

- If funded directly by OVW, this is the estimated amount to designate from your OVW training funds, or these estimates will help you determine how much of your team's travel you can cover.
- If you are an advocacy partner in an OVW-funded project, or funded through a tribal government, you can use these estimates for discussions with the local grant recipient or administrator about available set-aside funds.

If selected and sufficient OVW or other funds are not available, or if you are not a grantee, OVW will subsidize your team's travel.

Estimated Travel Costs					
Events	Travel expenses	Estimated cost per person	Estimated cost Team of 2	Estimated cost Team of 3	Estimated cost Team of 4
Five-day retreat	Airfare, ground transportation, and meal per diem for travel days (5 days of lodging and food are provided)	\$900	\$1,800	\$2,700	\$3,600
Three-day institute	Airfare, ground transportation, 4 days meal per diem, 3 days lodging	\$1,420	\$2,840	\$4,260	\$5,680
Two-day non-local site visit	Airfare, ground transportation, 3 days meal per diem, 2 days lodging (*only one team member will travel)	\$1,225	\$1,225*	\$1,225*	\$1,225*
	TOTAL	\$3,545	\$5,865	\$8,185	\$10,505

Your team will conduct a second site visit in your local area which should incur little or no expense other than mileage. If this site visit requires that you travel outside your immediate vicinity, your organization may incur costs such as mileage, meals, or one night of lodging.

This project is supported by grant #2007-TA-AX-K014 awarded by the Office on Violence Against Women, U.S. Department of Justice. The opinion, findings, conclusions or recommendations expressed are those of the author(s) and do not necessarily reflect the view of the U. S. Department of Justice.