



Travel Subsidy Guidelines

All grantees of the federal Office on Violence Against Women are given training and technical assistance funds when they receive an award. These funds are intended to be set aside for grantees and their project partners to attend OVW-sponsored training such as the Advocacy Learning Center. Your program may receive OVW funds directly, you may be a project partner on an OVW-funded project, or you may be a sub-grantee of an OVW STOP award that goes to your state.

Once selected for the Advocacy Learning Center, we will discuss any subsidy needs you may have for travel expenses for your team, and we will work with you to determine if federal Office on Violence Against Women set-aside training funds are available. We ask programs to use OVW set-aside training funds whenever possible so the Learning Center can also be available to advocacy programs who do not receive OVW funds.

- If funded directly, we will ask you to designate use of these funds for all or part of your team's travel expenses.
- If you are an advocacy partner in an OVW-funded project, we will ask you to contact the grant recipient to inquire about the use of these funds.
- If you are an advocacy program funded through an OVW grant to a Tribal government, we will ask you to contact the person administering the grant for the Tribe to inquire about travel funds.
- If you are a sub-grantee of a STOP grant in your state, OVW set-aside training funds won't generally be available to you, but you may still inquire with your STOP administrator.

We do not want costs to prevent any advocacy program from applying. If sufficient funds are not available, OVW will subsidize travel for your team. Subsidies will also be available to a limited number of advocacy programs that are not OVW-funded.

If in the future your financial situation changes, especially if you have a pending OVW grant application, we will work with you to recalculate your subsidy level.

If we have agreed to subsidize all or part of your team's travel expenses, please follow these guidelines and contact us with any questions you might have.

Subsidized Airfare

If your airfare will be subsidized, please make your airline reservations by contacting our travel agent, Androy Travel. You will be given further instructions before each event.

Cancelled Travel

In the unfortunate event where a team member is unable to attend a retreat or institute, we cannot subsidize any expenses incurred related to the cancelled trip—so if the airfare was purchased under a subsidy, we will invoice your organization for those costs.

Traveling to Multiple Destinations

When a team member with subsidized airfare is traveling to more than one destination as part of attending an ALC event (for example, flying on to another city for a different purpose before returning home), please ask the travel agent for a breakdown of the fees; we will invoice your organization for the portion of the trip that is unrelated to the ALC.

Subsidized Lodging

The ALC **5-day retreat** occurs at a conference center, and all participants' lodging and meals are provided.

Attendees of the **3-day institute** will stay at a hotel; some participants qualify for subsidized lodging but some pay for their own lodging. Praxis will make your hotel reservations. If your lodging will be subsidized, Praxis will pay the hotel directly for your lodging fees, but please bring along a credit card to cover any incidental expenses.

For **site visit** travel, you will make your own hotel reservations and pay for lodging expenses up front. If your site visit hotel fees are to be subsidized, please submit an invoice to Praxis for reimbursement after the site visit is complete.

Subsidized Per Diem and Miscellaneous Travel Expenses

We will reimburse *organizations* for their teams' per diem and miscellaneous travel expenses, not individual team members. If we have made arrangements to subsidize your team's non-airfare travel expenses, you will first reimburse your staff according to the procedures and forms internal to your organization. If this process poses a hardship to your organization, please contact us to discuss alternate arrangements.

Once your entire team has submitted their internal reimbursement forms, please send an invoice with copies of your forms and original receipts to:

Praxis International
Attn: Advocacy Learning Center
179 Robie St. East, Ste. 260
St. Paul, MN 55107

We can only reimburse travel expenses that are accompanied by original receipts (except for mileage and per diem, which we will reimburse according to federally-approved rates). It is standard accounting practice to provide original receipts to the final payer of expenses, so we trust this practice will align with your procedures. We will also reimburse baggage fees, so please save your receipts and include them with your invoice.

Your invoices must be submitted for reimbursement within 30 days following the event. We process invoices weekly and will make every effort to reimburse your organization promptly.

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