



## Training/Travel Request Form

ICDVVA funds may be used for skills training for staff. Funds for training are to be used exclusively for developing the skills of direct service providers, including paid staff and volunteers so they can offer quality services to crime victims. Use of funds for training must be pre-approved by ICDVVA.

Funds can be used for training both ICDVVA funded and non-funded service providers who work within an ICDVVA recipient organization.

ICDVVA funds cannot be used for management and administrative training of executive directors, board members and other individuals who do not provide direct services. Training that is relative to administration, management or board functions that is mandated by ICDVVA will be funded directly by the ICDVVA office.

Training related travel can be covered such as travel, meals, lodging and registration fees to attend training within the State or a similar geographic area. Travel expenses will be reimbursed according to the Idaho state per diem. Grantees are encouraged to look first for available training within their immediate geographical area to minimize travel costs. If needed training is unavailable close by funds may be authorized.

Single day travel costs will be reimbursed with the exception of meals. Same day meal reimbursement is not allowable. In compliance with Internal Revenue Service rulings, the State Board of Examiners considers meal reimbursement paid for travel beginning and ending on the same day to be a taxable fringe benefit. Single day travel expenses including registration, mileage, airfare, or local transportation (taxi, shuttle, etc.) will be reimbursed in accordance under regular travel expense policy.

These are considered indirect services. On your budgets, you should include the line item for training under the indirect service category. Before these costs can be supported by ICDVVA, our office and the grantee must agree that:

1. direct services to crime victims cannot be offered without VOCA support of these expenses,
2. the sub-grant agency has no other source of support for them; and
3. only limited amounts of ICDVVA will be used for these purposes.

To use the funds, please submit the following. Please allow thirty (30) days for approval time. Please provide the following:

1. An agenda and or course content for the training that is being requested.
2. Total amount of funds requested: \$ \_\_\_\_\_
  - a. Registration \$ \_\_\_\_\_
  - b. Transportation (mileage, airfare, taxi, etc.) \$ \_\_\_\_\_
  - c. Lodging \$ \_\_\_\_\_
  - d. Per Diem \$ \_\_\_\_\_
  - e. Number of Attendees (Name and Position with Agency)
    - i. \_\_\_\_\_

- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_
- f. Other (please specify)

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3. Describe how the training will develop the skills of direct service providers.

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4. Please explain why direct services to crime victims cannot be offered without VOCA support of these expenses.

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5. Please supply information that the sub-grant agency has no other source of support for them.

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Requesting Program Executive Director: \_\_\_\_\_ Date: \_\_\_\_\_

ICDVVA Action Date:

Approved: \_\_\_\_\_

Denied: \_\_\_\_\_

Reason for Denial: \_\_\_\_\_

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