



Idaho Council on Domestic Violence and Victim Assistance 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 preapproved by ICDVVA if total costs exceed

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-related travel, meals, lodging, and registration fees to attend training will be reimbursed according to the relevant state per diem. Grantees are encouraged to look first for available training within their immediate geographical area to minimize travel costs.

Single-day travel costs will be reimbursed with the exception of meals. Same-day meal reimbursement is not allowable. Single-day travel expenses including registration, mileage, airfare, or local transportation (taxi, shuttle, etc.) are allowable.

Before travel 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 subrecipient has no other source of support for them; and
3. only limited amounts of ICDVVA funding will be used for this purpose.

To request training/travel funds:

1. Complete and submit the form on pages 2 and 3.
2. Please allow thirty (30) days for approval time.
3. **Attachments must include:**
 - a. An agenda and/or course content for the training that is being requested.
 - b. Proof of cost for registration, and anticipated costs of transportation, lodging, and per diem for each employee.

Organization

Name

Email Address

Date of Request
Submission

Training/Travel Expense Request:

Registration Fees

Transportation

Lodging

Per Diem

Total Request

Please describe purpose of training (name, location, subject, and sponsor of conference/webinar):

Who will be attending? Provide names and job titles.

How will this training enhance the skills of direct service providers?

Why are VOCA funds necessary to support these expenses (as opposed to other sources of funding)?

Please attach the following:

Proof of Registration Cost

Proof (or estimate) for Transportation Cost

Proof (or estimate) of Lodging and Per Diem Costs

The agenda for the conference

ED Signature

Date

ICDVVA

Approves this Request

Denies this Request

ICDVVA Signature

Date