

SAMPLE STIPEND ANNOUNCEMENT

Dear *Insert Recipient Name*:

I hope this finds you well. We have started the preparation for our *(insert training/conference)* to be conducted in *(location)*.

(Insert Agency Name) would like to offer you a travel stipend of up to *(insert amount)* to help cover some of the associated travel costs. Please read the information below carefully in order to be eligible for the stipend.

- Please see the attached agreement. If you would like to take advantage of this opportunity, please sign, scan and email the agreement in PDF format to *(Insert Agency Contact Information)* no later than *(Insert Date)*. The subject of the email should be *'(training/conference)'*.
- Allowable costs for this stipend include:
 - Airfare, railway fare, bus fare
 - Most economical fare (coach class)
 - One checked bag
 - If not flying, then mileage reimbursement up to the allowable rate as posted on www.gsa.gov and applicable for the training dates.
 - Shuttle service and taxicab fares
 - To/from/between airports, hotels, and conference centers ONLY
 - Tolls
 - Parking fees
 - Up to the maximum federal lodging rate for the city + applicable taxes (available at www.gsa.gov)
 - This stipend **does not cover** meal reimbursements and incidentals.
 - Tips and gratuity charges **cannot** be covered by this stipend.
 - Lodging costs that exceed the federal per diem rate as published on www.gsa.gov for the dates and destinations of travel **cannot be charged** to these grant funds. They are unallowable costs.
 - For the purposes of attending the training, NCA will cover one or two nights of lodging depending on your training dates. In case there are no departure flights available after 5:00 PM on your last day of training, an additional night of lodging may be available if necessary. In such cases, the attendee must certify in their report form that they have checked all carrier information, and no such flights were available.
 - Please note that rental cars are also **disallowed** unless the agency has clearly demonstrated that this is the least expensive means of

transportation for group travel. Any such requests need to be submitted and approved by NCA prior to the trip.

For additional information, please review the document, Using an NCA Grant for Travel, located in grantee handbook.

This is a reimbursement-based stipend provided to specific organizations, not to individual employees. Please note that the awardee must attend the event in order to get reimbursed. You will be expected to submit a report and reimbursement request on the stipend after the conclusion of the Training. You will receive your report/reimbursement form via email on **(Insert Date)**. The report form and fiscal documentation will be due to NCA **no later than (Insert Date)**. Remember that we cannot receive report forms before the event since these costs are only allowed after the conference has been attended, as with all our grants.

General tips for the required fiscal documentation:

- Please keep all original hotel bills, airline tickets, receipts, and invoices together with the reimbursement form and a copy of the cancelled check/general ledger showing that the Chapter reimbursed their employee for these costs.

We hope that this stipend can benefit your organization and ensure your participation in the **(Insert Training/Conference)**. Please expect further correspondence with additional logistical information.

Sincerely,