

## Travel Reimbursement Award



Prevention Action Alliance is proud to offer travel reimbursement awards for the We Are The Majority Rally on May 5, 2020.

Awards may be used for transportation costs such as vehicle rentals, driver fees, and gas mileage (52 cents per mile). Please send all applications, pre- and post-event items, and questions to [contact@preventionactionalliance.org](mailto:contact@preventionactionalliance.org). You can seek pre-approval for your travel stipend by **April 6, 2020**, (see Pre-Approval Awards) or apply after the pre-approval period but no later than **May 19, 2020** (see Post-Rally Awards). All awards are subject to the availability of funding.

### Pre-Approval Awards

Priority will be given to applicants who submit completed applications, including pre-event items, by April 6, 2020. Applicants who meet this deadline will be notified of their award status within one week of submission. Applicants who receive pre-approval for a travel reimbursement award must submit all post-event items by May 19, 2020.

### Post-Rally Awards

Applications received after April 7 may be eligible for a travel award pending availability of funds. Applications will be reviewed in the order in which they are received, so applicants are encouraged to turn in their applications as soon as possible even though they may not be reviewed until after the We Are The Majority Rally.

Applications received after the Rally may include quotes or invoices, provided that all post-event items are submitted by May 19.

### Application Components

1. Travel Reimbursement Award form (next page)
2. Completed W-9 form (for individual or organization receiving award)
3. Pre-Event Items (**due by April 6, 2020 for award pre-approval**):
  - Proof of **total** miles to be traveled (MapQuest printout, etc.)
  - \*Quote for vehicle rental (if applicable)
  - \*Quote for any additional costs (hired drivers, etc.)
4. Post-Event Items (**due by May 19, 2020 for all awards**):
  - Proof of **total** miles traveled (MapQuest printout, etc.)
  - Invoice/receipt for vehicle rental (if applicable)
  - Invoice/receipt for any additional costs (hired drivers, etc.)

\*If total miles traveled or travel costs differ from the original estimate, please include a short statement to explain why. Prevention Action Alliance reserves the right to reimburse the amount of travel expenses originally guaranteed from quotes if reasonable evidence is not provided to demonstrate that additional costs could not be avoided.

\*If actual costs are less than quoted costs, Prevention Action Alliance will reimburse for the lesser amount.

# Travel Reimbursement Award Form



Please send questions and application items to [contact@preventionactionalliance.org](mailto:contact@preventionactionalliance.org). See Travel Reimbursement Award Instructions for more information and all disclosures.

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Organization/Individual Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

Make Reimbursement Check Payable To: \_\_\_\_\_

Mail Reimbursement Check to (street/city/state/zip): \_\_\_\_\_

Total Roundtrip Miles Traveled (please include proof of route): \_\_\_\_\_

Did you rent a vehicle? (please include quote/receipt for all associated costs, including: vehicle rental fee, driver rental fee, and gas, if applicable):

\_\_\_\_\_

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Signature: \_\_\_\_\_

Title (if applicable): \_\_\_\_\_

Date: \_\_\_\_\_

*By submitting this form, I attest that the above information is correct. Furthermore, none of my expenses will be reimbursed by an other source. I understand that falsifying information on this form will jeopardize all rights to reimbursement for this event and may impact eligibility for future events.*