

CCNC/CCoE Travel Funding Request (\$1,500 max)

Event Information

Cybersecurity Program Development Workshop & CAE

February 9th, 2024 | 8:30-5:00 PST

Highline College, www.highline.edu, 2400 S 240th St, Des Moines, WA 98198

Stipend Amount

The stipend amount is calculated based on the traveler's estimated costs for conference registration, transportation, lodging, and meals. The estimated amount will be rounded up to the next highest amount: \$ 250, \$500, \$750, \$1,000, \$1,250, and \$1,500. For example, if the cost estimate is \$600, the stipend will be \$750. Participants from Washington state are eligible for an additional stipend funded by the CCoE.

Payment

You will receive a check for the stipend amount within 30 days after the event. Stipends are taxable so you will be issued form 1099-MISC by Whatcom Community College at the end of the tax year. A current W9 must be on file with Whatcom Community College's business office.

Participant Stipend requirements

- Faculty, instructor, or administrator employed at a regionally accredited institution.
- Submit a W9 form (You will be sent a request through DocuSign from CCNC/CCoE.)
- Make travel arrangements.
- Register for the event.
- Attend the event.

Traveler Information

- Dates of travel _____
- Travel origination _____
- Registration costs _____
- Transportation costs _____
- Meals _____
- Lodging costs _____

(Accommodations near the event: Four Points Seattle Airport South, Best Western Plus Plaza by the Green)

Total Estimated Costs: _____

I understand that all stipend requirements must be met, and the travel agreement must be approved by a CCoE representative to receive the stipend.

Name _____

Signature _____

Approved by _____

Return form to ncyte@whatcom.edu.

CAE Candidates National Center
Cybersecurity Center of Excellence Washington State
Whatcom Community College 237 W Kellogg Rd • Bellingham, WA 98226