**Travel Funding Request Form For May 8, 2024**

**Program Development & CAE Designation Workshop**

**Travel Funding Information:**

**1. Pre-Approval Required:**

* Please refrain from purchasing flights and hotels until your travel funding request has been approved.

**2. W9 Form Requirement:**

* A signed W9 form is mandatory prior to receiving any payment for travel expenses.

**3. Sign-In Requirement:**

* Participants must sign in each day of the event to qualify for travel funding.

**Funding Method:**

* Payments will be based on an estimate of travel expenses, rounded up to the nearest bracket: $250, $500, $750, $1,000, $1,250, and $1,500.
* The maximum amount of funding permitted is $1,500.

**Workshop Location:**

**Day 1: Nova Southeastern University (NSU) The NSU Law School**

* [Map](https://www.google.com/maps/place/NSU+Shepard+Broad+College+of+Law/@26.0809069,-80.2482773,15.26z/data=!4m6!3m5!1s0x88d9a82e6a4f147f:0x88ff01cd189e3fbb!8m2!3d26.080098!4d-80.2409971!16s%2Fm%2F026_brx?entry=ttu)

For inquiries about Nova Southeastern University (NSU), please contact:

* Dr. Yair Levy - [levyy@nova.edu](mailto:levyy@nova.edu)
* Stephen Troupe – [Stroupe@whatcom.edu](mailto:Stroupe@whatcom.edu)

**Driving?**

1. If parking, you must register the license plate and pay a parking fee.

* [**https://www.nova.edu/publicsafety/parking/visitors.html**](https://www.nova.edu/publicsafety/parking/visitors.html)

2. Park at the "Public Library And Student Main Parking Garage"

* Address: 3051 Ray Ferrero Jr Blvd, Davie, FL 33314
* [Map](https://www.google.com/maps/place/%22Public+Library+And+Student+Main+Parking+Garage%22/@26.0809738,-80.2436435,18z/data=!4m6!3m5!1s0x88d9a82f5cf6a76f:0x481d765e09f03759!8m2!3d26.0811071!4d-80.2427441!16s%2Fg%2F11dxb12hpj?entry=ttu)

**Hotel Information:**

* Grant funding is based on GSA government rates. Discounted hotel accommodations closest to NSU: <https://www.nova.edu/travel/hotels.html>
* Hotels Near NSU You can reach out to NSU Travel Office at travel@nova.edu to inquire about government rate pricing for workshop dates at the hotels in the Ft. Lauderdale Marina.

**Traveler Name:**

**Traveling to: Fort Lauderdale Peer-Review and Mentor Workshop**

**Dates of Travel:**

**Estimated Cost of Travel:**

* **Flight:**
* **Hotel:**
* **Other (specify):**

**Please note that on 5/8, morning refreshments and lunch will be provided. Please do not include the cost of those meals in your estimate. Rental cars and airline seat upgrades are not covered.**

**Total:**

**Please submit this travel request form and a W9 to:**

* **Stephen Troupe – Stroupe@whatcom.edu**

**Amount of travel funding awarded:**

**Approved by: Date:**

**Travel funding will be released after receipt and approval following this visit. Attendee must sign in each day to receive funding.**