**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%2BShepard%2BBroad%2BCollege%2Bof%2BLaw/%4026.0809069%2C-80.2482773%2C15.26z/data%3D%214m6%213m5%211s0x88d9a82e6a4f147f%3A0x88ff01cd189e3fbb%218m2%213d26.080098%214d-80.2409971%2116s/m/026_brx?entry=ttu)

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

* Dr. Yair Levy - levyy@nova.edu
* Stephen Troupe – 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%2BLibrary%2BAnd%2BStudent%2BMain%2BParking%2BGarage%22/%4026.0809738%2C-80.2436435%2C18z/data%3D%214m6%213m5%211s0x88d9a82f5cf6a76f%3A0x481d765e09f03759%218m2%213d26.0811071%214d-80.2427441%2116s/g/11dxb12hpj?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.**