Child Nutrition Programs

 Child & Adult Care Food Programs

 2013 Cooking up Nutrition Scholarships

**The State of Alaska, Child Nutrition Programs**

**is pleased to announce a travel scholarship for the**

**2013 Cooking up Nutrition Workshop!**

**Items we will be reimbursing for are:**

* **Round Trip Airfare**
	+ Travel must be within the approved time frame
		- If you will be deviating from the approved time frame (i.e. Arrive 2 days before, Depart 2 days after) you MUST send us 2 preliminary itineraries. One of which reflecting the cost of the STATE TRAINING portion of the trip. The other reflecting the cost of the state training PLUS your personal deviation.

**ANY DEVIATION MUST BE PRE-APPROVED BY OUR OFFICE**

* + Per the Alaska Administrative Manual (AAM 60.050) Travel Purchase Policies, you are required to purchase the best fare for the most direct route to your training location.
		- In most cases, this means leaving on the latest flight possible before the actual training date.
		- Child Nutrition Programs will be verifying the selected flights against the actual flight schedules to ensure the best fare was chosen.
* **Lodging**
	+ Lodging must be within the approved time frame
* **$60 Per Diem each day**
	+ Per Diem is for meals – prorated on dates of departure and arrival

**Stipulations for reimbursement are:**

* We will not be reimbursing scholarships until after participants’ selected training takes place.
* Participants are required to attend all of the sessions being offered, for each day of the training they are registered for.
	+ If they do not attend all portions, the sponsoring organization will not be reimbursed for the approved travel costs.
* In order to verify reimbursement amounts, you are required to submit your ORIGINAL ticket stub or boarding pass AND your lodging receipt upon returning from training.

**Other Information:**

* Child Nutrition Programs will send a final reimbursement total sheet for your review. It will include the estimated travel costs, and the actual travel costs, and what will be reimbursable before actual reimbursement is made.

On the next page, you will find the 2013 Cooking Up Nutrition

Travel Scholarship Application.

**Please complete one application per participant from your agency and return to our office** by fax: (907) 465-8910 or e-mail: jan.mays@alaska.gov

Submit no later than **Friday, April 5th, 2013** for May workshops

 or **Friday, July 5th** for August workshops.

**2013 Cooking Up Nutrition Scholarship Applicant Information**

**Agency Name:**

**Name of Participant:**

**Training Date:**

**Estimated Travel Costs**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Arrive Date** | **Arrive Time** | **Depart Date** | **Depart Time** | **Cost** |
| **Round Trip Airfare** |  |  |  |  |  |
| **Lodging** |  |  |  |  |  |
| **Per Diem (up to $60 each day)** |  |  |  |  |  |
| **TOTALS** |  |  |  |  |  |

**Reimbursable Airfare Dates are:**

* Arrive no earlier than the day prior to the training
* Depart no later than the day after the training

\*\*Please note, deviation from the Reimbursable Airfare Dates MUST be pre-approved by

Sue Lampert,Child Nutrition Programs Coordinator or Jo Dawson, Child Nutrition Programs Administrator\*\*

**Reimbursable Lodging Dates are:**

* Check in no earlier than the day prior to the training
* Check out no later than day after the training

\*\*Please note, the hotels indicated on the registration are ONLY blocked for these dates.

Any additional dates spent in the room are the sponsors’/participants’ responsibility to cover the extra charges incurred.

Also note, Child Nutrition Programs WILL NOT pay for damage fees or personal costs charged to the room\*\*

**Per Diem rates are:**

* Breakfast (Midnight-10am): $12.00
* Lunch (10am-3pm): $16.00
* Dinner (3pm-Midnight): $32.00

**On days of departure and return, the participant receives a prorated per diem based on scheduled flight departure and actual return times as follows:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Departure Time** | **Before 9 AM** | **Before 2 PM** | **Before 11 PM** |
| **Allowable Meals** | Full Day | Lunch & Dinner | Dinner |
| **Return Time** | **12 PM (NOON)** | **Before 5 PM** | **After 4:59 PM** |
| **Allowable Meals** | Breakfast | Breakfast & Lunch | Full Day |

By signing this Travel Scholarship Application, I understand that the sponsoring organization of above named participant will be reimbursed, after the Cooks Training, for roundtrip airfare, lodging, and meals as long as travel plans meet time frame guidelines as stated above. I also understand that if the above named participant fails to attend all sessions of Cooks Training (except ServSafe if not registered), the sponsoring organization will not receive reimbursement for travel costs.

**Submit no later than Friday, April 5th, 2013 for May workshops or Friday, July 5th for August workshops.**

 Fiscally Responsible Authority Signature Training Participant Signature

 Date Signed Date Signed

|  |
| --- |
| **OFFICE USE ONLY** |
|  Approved? Y / N Date Approved/Denied:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Approver Initials:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |