



## Educational Travel Grant Policy

The Nevada Chapter of the National Hemophilia Foundation recognizes that attending national and regional educational conferences can help our constituents achieve a higher quality of care and quality of life. In order to accommodate the increasing number of educational opportunities available to those affected by bleeding disorders and conferences focused on needs of specific communities within the bleeding disorders community, the Nevada Chapter of the National Hemophilia Foundation is offering a travel grant policy that allows individuals to apply for funds to attend educational conferences.

### **Administration:**

Travel grants are intended to provide assistance to families that are committed to participating in national or regional educational opportunities related to bleeding disorders. The Travel Grant Program is designed to alleviate the financial burden, individuals should be prepared to cover some costs associated with the conference. Travel grants will be awarded in the following amounts:

- Families of 1-4 are eligible to receive up to \$1,500
- Families of 5+ are eligible to receive up to \$2,500

Grant funds will be awarded directly to a travel related vendor and only awarded to the individual on a reimbursement basis. Expenses that are eligible for the grant funds include:

- Lodging: Eligible amounts for lodging are based on the Government Per Diem Rates at [www.gsa.gov](http://www.gsa.gov).
- Flights: Flights only. Baggage fees are not included.
- Gas Cards may be requested instead of flights.
- Conference Registration Fee
- Conference Child Care Fees
- Travel Day Food: Attendees are eligible to submit up to \$14/breakfast/person, \$16/lunch/person, and \$26/dinner/person for meals that are not provided at the conference. Itemized receipts must be submitted for reimbursement within 2 weeks of the expense taking place.

### **Selection Criteria:**

Travel grants will be awarded based up the amount the Nevada Chapter has allotted in their yearly budget, and this amount is discussed and approved by the Advisory Board of Directors.

- Preference will be given to applicants who are 1<sup>st</sup> Time Attendees (those who have never attended a National or Regional Conference)
- Preference will be given to applicants who did not attend at National or Regional Conference the previous year.



- Preference will be given to applicants who are actively involved in Nevada Chapter activities.

All requests will be reviewed by a board committee and determined via majority vote if the applicant is eligible to receive a grant. Requests will be forwarded anonymously to the committee by the Executive Director.

**Submission Criteria:**

Applicants must complete a travel grant request by the deadlines set by the Nevada Chapter Office or at least three months prior to the conference. An application should be completely filled out and submitted to the Executive Director via fax or email by the deadline.

Conferences eligible for a Travel Grant must meet the following criteria:

- Hosted or endorsed by the National Hemophilia Foundation (National Bleeding Disorders Conference, Steps For Living, Chapter Leadership Seminar, NOW, Yeti)
- Relevant to the bleeding disorder by which the applicant is affected (i.e. Inhibitor Summit for those affected by Inhibitors, Familia De Sangre for those who identify as Hispanic, Hemophilia B Annual Symposium for those affected by Hemophilia B)

Upon receiving a travel grant, recipients will be required to do the following:

- Sign & return a receipt stating they received the grant
- Submit receipts for expenses incurred under the travel grant. Only receipts for hotel, airline & conference registration will be accepted.
- Submit to the Chapter a short synopsis of their trip including benefits, things learned, benefit to their children, if applicable.
- Failure to submit the synopsis will make the individual ineligible to receive future travel grants.

Should an applicant fail to attend the conference, they will be required to pay back the full amount of any non-reimbursable funds spent on their grant.