

# Individual Travel Grant (IG) Application



## What is an Individual Travel Grant?

Thank you for submitting your IG application. All travel grant requests must be pre-approved, and reimbursement funds will be awarded on a first come, first serve basis. Travel grants are intended to provide licensed child care providers who reside in rural Alaska with funds to help reimburse travel expenses related directly to early care and education training. The training must be within the state of Alaska.

## Eligibility:

Applicant must be operating or employed by a state or municipal licensed facility. Applicant must have a SEED Registry application on file.

## Process:

1. Pre-approval is required. Applicant must complete IG application and submit it to their regional CCR&R agency, listed below, at least 21 calendar days prior to attending relevant training. A confirmation agreement will be sent upon the approval of the travel grant request.
2. Applicants are eligible to receive reimbursement of 75% of their travel related costs with a maximum of \$500 per fiscal year at (July 1 through June 30) depending on funds available. Exceptions may be made due to geographic diversity upon approval.
3. All original receipts and proof of training must be submitted within 30 days after the completion of training and travel. If you would like to request reimbursement for the training cost, please submit an Individual Reimbursement Fund (IRF) application.
4. Travel must be in correlation with training in early childhood education, health or safety, facility administration or topics directly related to your work with young children. In order to process the IG request, training must be successfully completed with at least a "C" equivalent, "Pass", or full conference attendance.

\*Applicant's Name \_\_\_\_\_ \*Last five digits of SSN Number \_\_\_\_\_ \*Date of Birth: \_\_\_\_\_

\*Program Name \_\_\_\_\_ \*Program License Number \_\_\_\_\_

\*AK SEED Registry Number \_\_\_\_\_ If unknown, call 907.563.1933 or email [alaskaregistry@threadalaska.org](mailto:alaskaregistry@threadalaska.org)  
Applications can be downloaded at [www.threadalaska.org](http://www.threadalaska.org)

\*Mailing Address \_\_\_\_\_ \*City \_\_\_\_\_ \*Zip \_\_\_\_\_

\*Phone (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

\*Training Title and dates \_\_\_\_\_ \*Training Cost \$ \_\_\_\_\_  
A per diem rate of \$42 will be included for each training day.

\*Cost of Airfare \_\_\_\_\_  
An airline receipt must have cost, passenger name, proof of payment and travel destination. Please see #3 above.

\*Cost of Lodging \_\_\_\_\_  
Please include dates, nightly rate, name, address and contact number for hotel. Please see #3 above.

\*Mileage cost estimate \_\_\_\_\_  
Must complete mileage form, round trip from the participant's community to the community where training is held. The mileage rate will be reimbursed at the current federal rate.

Allowable expenses are per diem, lodging, airfare, ferry fees or mileage. If application is (\*) this indicates required fields. Your application will not be processed if fields are incomplete. Applicant will be notified by mail.

I hereby certify I own, or am a paid employee at a licensed child care facility. I will follow the process outlined above. The information in this request is true and accurate to the best of my knowledge. Falsification of any information can result in repayment of funds and the inability to receive future reimbursement funds.

\*Signature \_\_\_\_\_ \*Date \_\_\_\_\_



Please return application and documentation to your regional **thread** office listed below.

**Southcentral Alaska**  
P.O. Box 141689 Anchorage AK 99514-1689  
Tel 907.563.1966 Fax 907. 563.1959  
Toll Free 1.800.278.3723 Toll Free Fax 1.877.563.1959

**Southeast Alaska**  
P.O. Box 22870 Juneau, AK. 99802  
Tel 907.789.1235 Fax 907.789.1238  
Toll Free 1.888.785.1235

**Interior/Northern Alaska**  
1908 Old Pioneer Way Fairbanks, AK 99709  
Tel 907.479.2214 Fax 907.479.2486  
Toll Free 1.866.878.2273