**Minnesota Alliance on Crime**

**Fundamentals in Victim Services Training Travel Reimbursement Application**

**June 22-23, 2017 at the Crowne Plaza Bloomington, Bloomington, NN**

**(Please fill out one form per organization, not per person)**

To support your organization’s participation in the Fundamentals in Victim Services training, MAC will reimburse attendees for the following travel expenses:

* Roundtrip mileage (at .535 per mile) for one vehicle per organization traveling more than 60 miles roundtrip.
* One hotel room at the Crowne Plaza Bloomington (at the group room rate of $112.00 per night, not including taxes) on Wednesday and Thursday nights for each program traveling more than 60 miles roundtrip to the training.
* Meal reimbursement for breakfast and lunch on Thursday and Friday for organizations staying overnight on Wednesday and Thursday night.
* Meal reimbursement for lunch on Thursday and Friday for all attendees.

**Please fill out the form below so MAC can anticipate what your organization’s travel expenses will be.**

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| --- | --- | --- |
| **Organization Name** | | |
| **Address** | | |
| **City** | **State** | **Zip** |
| **Main Contact Person** | | |
| **Contact Phone** | **Contact Email** | |
| **Names of All Staff Attending Training** | | |
| **Mileage Reimbursement Request**  \_\_\_ Requesting reimbursement for roundtrip mileage for one vehicle traveling approximately \_\_\_\_\_\_ miles roundtrip to the Crowne Plaza Bloomington, 5401 Green Valley Drive, Bloomington, MN. | | |
| **Lodging Reimbursement Request**  Requesting reimbursement for lodging (one room) at the Bloomington Crowne Plaza:  \_\_\_ For the night of Wednesday, June 21, 2017  \_\_\_ For the night of Thursday, June 22, 2017  **NOTE: You must make your own hotel reservations by calling the Crowne Plaza Bloomington no later than June 8, 2017 at 952.831.8000 and requesting the block of rooms for “the Minnesota Alliance on Crime training.”** | | |
| **Meal Reimbursement Request**  \_\_\_Requesting reimbursement for breakfast (up to $9 per person) for \_\_\_\_\_ training attendees on Thursday, June 22 who are staying overnight on the night of Wednesday, June 21  \_\_\_Requesting reimbursement for breakfast (up to $9 per person) for \_\_\_\_\_ training attendees on Friday, June 23 who are staying overnight on the night of Thursday, June 22  \_\_\_Requesting reimbursement for lunch (up to $11 per person) for \_\_\_\_\_ training attendees on Thursday, June 22  \_\_\_Requesting reimbursement for lunch (up to $11 per person) for \_\_\_\_\_ training attendees on Friday, June 23 | | |

**MAC will only reimburse for expenses requested here and received prior to the posted deadline. Reimbursement checks will be made out to organizations, not individuals, and will be sent after June 23rd once MAC has received your reimbursement request form (available at training) and relevant receipts.**

**Please complete this form, save it, and email it to Danielle Kluz at** [**danielle@mnallianceoncrime.org**](mailto:danielle@mnallianceoncrime.org) **no later than June 16, 2017.**