**Minnesota Alliance on Crime**

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

**June 21-22, 2018 at the Dakota Lodge, West Saint Paul, Minnesota**

To support the participation of our member programs in the Fundamentals in Victim Services training, MAC will reimburse member attendees for the following travel expenses:

* **Reimbursement for one hotel room for one night** at the Holiday Inn Inver Grove Heights (at MAC's group rate of $96.00 per night) on Tuesday for each program traveling more than 100 miles one way to the training.

 **These funds are limited, so travel reimbursement funds will be awarded to MAC members on a *first-come, first-served basis*. Be sure to get this form in to us early!**

**Please fill out the form below so MAC can anticipate your organization’s travel expenses. Please fill out one form per organization, not per person.**

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| --- |
| **Member Program Name** |
| **Address** |
| **City** | **State** | **Zip** |
| **Main Contact Person** |
| **Contact Phone** | **Contact Email** |
| **Names of All Staff Attending Training** |
| **Lodging Reimbursement Request*** **Reimbursement for one hotel room for one night** at the Holiday Inn Inver Grove Heights (at MAC's group rate of $96.00 per night) on Tuesday for programs traveling more than 100 miles one way to the training.
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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 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** **no later than June 8, 2018.**