



Out of State Training/Travel Request Form

[Print Form](#)***Must be submitted **30 days prior** to registration or booking travel*****Directions:**

Pre-approved MOVA awarded funds may be used for out of state skills training for staff. Funds for training are to be used exclusively for developing the skills of direct service providers, including paid staff and volunteers so they can offer quality services to crime victims.

MOVA awarded direct service grant funds cannot be used for management and administrative training of executive directors, board members and other individuals who do not provide direct services.

Training related travel can be covered such as transportation, meals, lodging and registration fees to attend training. Travel expenses will be reimbursed according to the pre-approved budget and are not to exceed your agency's travel policy or the federally approved GSA rates <http://www.gsa.gov/portal/content/104877>. Grantees are encouraged to look first for available training within their immediate geographical area to minimize travel costs. If needed training is unavailable close by, funds may be authorized for out of state travel.

To use pre-approved funds, please submit the following **Thirty (30) days prior** to registration/booking.
All information is **required**.

Grant Fund Grant Fiscal Year Date (MM/DD/YY)

Agency Program

1. Agenda and/or course content for the training that is being requested.

☐ Agenda/Course Content is Attached

a. Pre-approved budget line for training

e. Lodging Cost

b. Pre-approved budget line for travel for training

f. Per Diem budget

 /day

c. Registration Fee

d. Transportation cost (mileage, airfare, taxi, etc.)

g. Number of Attendees

h. List name of
Attendee(s) and
position within
agency:

2. Describe how the
training will develop the
skills of direct service
providers.

3. Please explain why direct services to
crime victims cannot be offered without
VOCA support of these expenses and
why out of state travel is necessary.

Requesting Program Contact Name

Signature

Date

For MOVA use Only:

☐ Approved

☐ Denied

Comments