



Pre-Travel

REIMBURSEMENT APPLICATION

(STEP 1 of 2)

July 1, 2017—June 30, 2018

****APPLICATIONS MUST BE SUBMITTED 21 DAYS PRIOR TO TRAVELING****

What is a Pre-Travel Reimbursement (TR) Application?

A Pre-TR Application pre-approves the reimbursement of travel expenses for early childhood professionals.

Early Childhood (EC) and School-age (SA) professionals operating or working in licensed or approved child care programs in Alaska are eligible to receive 100% reimbursement of their travel-related costs up to **\$1000 per State fiscal year** (July 1—June 30) depending on availability of funding. Qualifying travel must be **within Alaska** and for higher education/training directly related to early childhood and/or school-age education (birth-age 12), health and safety, facility administration and/or topics directly related to working with young children.

Eligibility Criteria

1. You must be operating or be a paid employee of a licensed or approved child care facility in Alaska. (Military, Head Start, and School District employees are not eligible).
2. You must have an active/current/updated SEED Registry membership. You may submit or renew an application online at www.seedalaska.org. For more information, contact SEED at: info@seedalaska.org or 907.265.3194 or 855.265.7333.
3. You must pay any unpaid **thread** training balance(s), if applicable to receive reimbursement funding.
4. TR will only be approved for higher education/training that is not currently offered in your community or surrounding area.
5. If you are pre-approved for travel, we can only guarantee there will be funding available for those who ***submit all receipts and proof of completed training within 60 days of completing the higher education/training and travel.*** Receipts received after the 60 day period will not be accepted and the pre-approved funding will be awarded to the next person in line for receiving funding.
6. Travel must be for higher education/training in early childhood and/or school-age education (birth-age 12), health and safety, facility administration and/or topics directly related to working with young children. Training must be successfully completed with at least a “C” equivalent or “Pass”. **For conference reimbursement requests, applicants must submit documentation of full conference attendance (for day or days registered) or reimbursement may be denied.**
7. **ALLOWABLE EXPENSES:**
 - Airfare, lodging, passenger ferry fees
 - Up to \$50.00 for ground transportation: taxi fares (excluding tips) and vehicle ferry fees
 - Mileage within in Alaska (you must log a minimum of 50 miles or more for a TR mileage reimbursement). Mileage is calculated to & from place of work or home to place of training. Mileage is reimbursed at the current federal mileage rate.
8. **EXPENSES NOT ALLOWED:** Travel outside of Alaska, rental cars, reimbursement for gas (SEED reimburses for mileage only), Wi-Fi fees, and meals/food.



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Step 1: Pre-Travel Approval Process:

1. Complete and submit this Pre-Travel Reimbursement Application to the SEED office in Anchorage (see contact information below) a **minimum of 21 days in advance of the travel date**. Applications received less than 21 days prior to travel will not be accepted. TR funds will be awarded on a **FIRST COME, FIRST SERVE** basis.

2. You will receive a response by email or mail stating whether you are Pre-Approved or Denied. If you do not receive a response within 14 days, it is your responsibility to contact SEED to verify we have received your application.

I certify that I operate, or am a paid employee, of a licensed or approved child care facility and meet the Eligibility Criteria. The information I am providing 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 **print** in **black** or **blue** ink or complete electronically, and then print and sign your application. Incomplete, illegible or incorrect applications will not be processed. **ALL FIELDS ARE REQUIRED.**

Applicant Name:		
E-mail:	Phone:	
SEED Registry Username: _____ (Your SEED Registry Username and Expiration date are on your SEED Registry certificate)		SEED Expiration Date: _____/_____/_____
Facility Name:	Facility is a licensed or approved: <input type="checkbox"/> Center <input type="checkbox"/> Group Home <input type="checkbox"/> Home	
Administrator Name:		
Mailing Address:	City:	Zip:
Training Title:	Training Date(s):	

Please provide a best-estimate of travel costs using current/actual costs of your travel in the table below:

Travel Expenses	Estimate
Airfare or Passenger Ferry Fee	\$
Lodging	\$
Vehicle Mileage	\$
Ground Transportation	\$
Total Estimated Travel Costs	\$

It is the intent of SEED/thread to provide reimbursement for actual travel costs based on travel receipts.

If you are Pre-approved, we will email and/or mail you a **Travel Reimbursement (TR) Verification Form**.

Return your **SIGNED**, completed Pre-TR Travel Reimbursement application via fax, mail or email to:



SEED
3350 Commercial Drive, Suite 203
Anchorage, AK 99501
Telephone: 907.265.3194 / Toll Free: 1.855.265.7333
Fax: 907.265.3195 / Toll Free Fax: 1.855.265.3195
Email: info@seedalaska.org
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