



## Travel Reimbursement (TR) Eligibility Criteria and Process July 1, 2016—June 30, 2017



**\*\*APPLICATIONS MUST BE SUBMITTED 21 DAYS PRIOR TO TRAVEL\*\***

### What is a Travel Reimbursement (TR)?

A Travel Reimbursement (TR) reimburses travel costs for individuals operating or working in licensed child care programs in Alaska with up to \$1,000 per State fiscal year (July 1—June 30) for travel **within Alaska** for expenses directly related to early childhood education, health and safety, facility administration or topics directly related to working with young children.

### Eligibility Criteria

1. You must be operating, or be a paid employee of, a licensed child care facility. (Military, Head Start, Approved Provider, and School District employees are not eligible).
2. You must have an active/current/updated SEED Registry membership. You may submit or renew online at [www.seedalaska.org](http://www.seedalaska.org). For more information, contact us at: [info@seedalaska.org](mailto:info@seedalaska.org) or 907.265.3194 or 855.265.7333.
3. You must pay any unpaid **thread** training balance(s), if applicable.
4. TR will only be approved for higher education/training that is not currently offered in your community or surrounding area.
5. Reimbursement for lodging will be awarded on a case-by-case basis based on the higher education/training schedule and mode of transportation. **Example:** John arrives on Wednesday evening prior to the conference start date on Thursday in order to attend the 8am opening session and meet the “full conference attendance” requirement. The 3-day conference ends at 5pm on Saturday. **SEED** will determine whether to reimburse for 3 or 4 nights of lodging based on availability of flights, including weather delays, or travel time by vehicle.

### Process

1. You are eligible to receive 100% reimbursement of their travel-related costs up to **\$1000 per State fiscal year** depending on availability of funds.
2. You must complete a Travel Reimbursement (TR) Application and submit it to **thread/SEED** office in Anchorage (see contact information below) a **minimum of 21 days in advance of the travel date**. You will receive a response by mail or email stating whether your application is Pre-approved, Denied, or Pending Additional Information Needed. 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 30 days** of completing the higher education/training and travel. Receipts received after the 30 day period will not be accepted and the pre-approved funding will be awarded to the next person on the wait list.
3. Travel must be for education/training in early childhood education, health and safety, facility administration or topics directly related to working with young children. Training must be successfully completed with at least a “C” equivalent or “Pass”. Specific to conferences, **Full conference Attendance is required or reimbursement may be denied.**
4. **ALLOWABLE EXPENSES** include **lodging, airfare, ferry fees or mileage within Alaska**. Mileage is reimbursed at the current federal rate. EC professionals commuting from the Mat-Su Valley will not be reimbursed for hotel expenses.

#### thread, 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](mailto:info@seedalaska.org)

Updated 6/30/2016





Travel Reimbursement (TR) Application
July 1, 2016—June 30, 2017



\*\*APPLICATIONS MUST BE SUBMITTED 21 DAYS PRIOR TO TRAVEL\*\*

Thank you for submitting your Travel Reimbursement (TR) Application. TR funds will be awarded on a FIRST COME, FIRST SERVE basis. Payment will be made within 21-45 days after a completed application is received, pending available funds.

I certify that I operate, or am a paid employee, of a licensed child care facility and meet the Eligibility Criteria. 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 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's Name \_\_\_\_\_

Make check payable to \_\_\_\_\_ (Programs/Businesses paying with a business credit card with an employee's name on the card will be paid to the program/business not the individual)

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

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

Facility Name \_\_\_\_\_ Administrator's Name \_\_\_\_\_

AK SEED Registry Username \_\_\_\_\_ SEED Expiration Date \_\_\_\_\_
(If unknown, call 907.265.3194 or email info@seedalaska.org)

Program is licensed: [ ] Center [ ] Group Home [ ] Home Costs were paid by: [ ] Employer [ ] Self

I work with: [ ] Infant-Toddler [ ] Preschool [ ] School Age [ ] Other \_\_\_\_\_

I am using TR funds to earn/for: [ ] Obtain/Renew CDA [ ] Associate's degree [ ] Bachelor's degree [ ] Master's degree
[ ] Doctorate degree [ ] Early Childhood Administrator Credential [ ] Continuing Education credits/training hours for Child Care Licensing [ ] CPR/First Aid Certificate

Higher Education/Training Title \_\_\_\_\_

Higher Education/Training Date(s) \_\_\_\_\_

How will this higher education/training help you move up on the Alaska SEED Registry Career Ladder?
\_\_\_\_\_

Cost of Airfare \_\_\_\_\_
(Airline receipt must include air fare cost, passenger name, proof of payment and travel destination).

Cost of Lodging \_\_\_\_\_
(Please include dates, nightly rate (including bed tax), name and contact number for hotel).

Mileage cost estimate \_\_\_\_\_
(Must complete a mileage form; mileage calculated round trip from applicant's community to the address where training is held).

Please return your SIGNED, completed application via fax, mail or email (scanned copies) to:

thread, SEED
3350 Commercial Drive, Suite 203
Anchorage, AK 99501

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Fax: 907.265.3195 / Toll Free Fax: 1.855.265.3195
Email: info@seedalaska.org

