2016 Great Lakes Adaptation Forum Travel Scholarships: Policies and Conditions

Limited travel scholarship support is available to attend the Great Lakes Adaptation Forum. Scholarships will be awarded through a competitive review process. Eligible applicants include individuals from state, municipal and tribal government, non-profit organizations, community leaders, and students working on or studying climate change adaptation. Scholarships will include accommodations for the nights of October 5th through 7th, and up to $500 in travel reimbursement.

Special consideration for scholarships will be given to applicants that are presenting or hosting a working group at the Forum, or who express a particular justification for how attendance will foster their ability to implement adaptation activities in their work. Should you be approved for a scholarship, we encourage you to work with other awardees and share as many expenses as possible.

Travel support applications must be submitted by August 8th, 2016 for consideration.

If you receive a scholarship, all receipts and reimbursement forms must be received by NOVEMBER 1st, 2016 or they will not be eligible for reimbursement. ALL RECIPIENTS WILL BE REQUIRED TO PROVIDE DETAILED RECEIPTS TO RECEIVE REIMBURSEMENT - NO EXCEPTIONS.

Travel and lodging reimbursement is limited to the items below, there are no exceptions. You must agree to the following terms and conditions to be eligible for reimbursement. If you do not agree to the terms and conditions your application will be rejected. GLAF is unable to reimburse travel expenses exceeding $500.

Air/Train Travel: Airfare or train fare for attendee only. Should you receive travel support from the Great Lakes Adaptation Forum, you must obtain air/train tickets as soon as possible. Please book the trip in an economical and efficient manner. Business and first class travel will be reimbursed at coach fare rates and will be verified. Airline change fees will not be reimbursed. Triangle fares for additional personal or non-Great Lakes Adaptation Forum business will be reimbursed at roundtrip rate or 2/3 of total whichever is less. Detailed receipts for all legs of travel must be provided to be eligible for reimbursement.

Ground Transportation: Ground transportation and parking expenses involved in getting to/from the Great Lakes Adaptation Forum sponsored event may be included in travel reimbursement up to the $500 limit. We strongly encourage the use of public transportation to and from the airport at both ends of the trip. If this is not practical or available, we suggest an airport shuttle. Michigan Flyer (http://www.michiganflyer.com/) provides low-cost, hourly bus transportation to and from the Detroit Metropolitan Airport to Ann Arbor. If you must rent a car, we will reimburse for a mid-size vehicle or smaller. If a larger car is chosen, the cost differential will be the responsibility of the attendee. Please get quotes from different rental agencies and choose the most economical. Gasoline costs on rental cars will be reimbursed; all fuel receipts must be included. Return the vehicle to the car rental location with a full tank of gas. A vehicle must be returned to the same location from which it was picked up. If it is returned to another location, the attendee will assume the cost of the drop-off fee, additional mileage, time and gasoline. The Great Lakes Adaptation Forum determines the number of allowable days for what is appropriate for the length of travel to and from the event site. Limo or car service hires will not
be reimbursed. The Great Lakes Adaptation Forum will not cover the cost of car rental insurance. Detailed receipts for all travel expenses must be provided to be eligible for reimbursement.

**Mileage:** We strongly encourage attendees to use public transportation where available. Personal vehicle mileage will be reimbursed at the current IRS/GSA standard mileage reimbursement rate. This is not in addition to gasoline, which is included in the above rate. Mileage will be checked for accuracy of round trip travel from attendee’s home to event site. Please use a rental car (mid-size or smaller) if you are driving more than 90 miles one way. If you opt to drive your personal vehicle and the costs exceed equivalent rental car costs, the Great Lakes Adaptation Forum will not reimburse for mileage but will reimburse for the equivalent cost of a mid-size car rental with unlimited miles from the city of origin for the number of days deemed appropriate for round-trip travel. Detailed receipts for all travel expenses must be provided to be eligible for reimbursement.

**Lodging:** GLAF will reimburse lodging within one of the two reserved conference hotel blocks for scholarship recipients who live more than 45 miles outside of the City of Ann Arbor. Lodging expenses do not count towards the $500 travel reimbursement limit. Applying for a scholarship does not automatically reserve lodging—the attendee is responsible for making hotel reservations. Please visit the accommodations page for more information (http://graham.umich.edu/climate/forum-2016/travel). GLAF will reimburse a single room for each scholarship recipient, for up to three nights, from Oct. 4-7th. Extenuating circumstances need to be pre-approved.

**Mandatory Attendance:** To be eligible to receive travel support, the participant must attend the Forum in-person. There are no exceptions.