ILT Travel Grant FAQ

1. **How do I know if I have received an ILT Travel Grant?**

ILT Travel Grant notices will be sent via email to awardees by June 21 by Governance Administrator Amy Smith. If you have questions or are unsure, please contact Amy at [asmith@counseling.org](mailto:asmith@counseling.org).

1. **How do I obtain my travel grant funds?**

Awardees will be provided an expense report at the meeting, which will need to be completed to receive reimbursement for travel costs incurred to attend the ILT.

Awardees must submit their completed expense reports, with documentation of expenses, to Amy Smith ([asmith@counseling.org](mailto:asmith@counseling.org)) *following* ILT in order to receive payment. A copy of the email notice needs to be included with the expense report to verify the amount of the grant.

Reimbursements will be disbursed up to the amount of the grant award for all qualified travel expenses.

1. **If I cannot attend ILT, can I give my grant money to someone from my branch/division or another ILT participant?**

No. Grant awards are not transferrable from one individual to another.

1. **Can I be reimbursed for ILT registration with my grant?**

No. Grants funds cover travel expenses only (*i.e.,* travel, hotel, meals, tipping, etc).

1. **How do I know what travel expenses will be accepted for reimbursement?**

The reimbursement form includes provides line items for expenses that can be submitted for reimbursement. These include:

* Air travel/train (if paid out of pocket)
* Mileage (if traveling by car or local travel to airport/train station)
* Ground transportation (Taxi/shuttle)
* Telephone
* Lodging (if paid out of pocket)
* Meals (Receipts required; not to exceed $70 for a full day, $55 per half day)
* Baggage fees
* Tips (Housekeeping: $3 per day; baggage handling up to $2; cab: 15%)
* Parking

**REMINDER: ACA will only reimburse up to the value of the grant award. Awardees are responsible for expenses not covered by the ILT travel grant.**

*Additional questions? Contact Amy Smith at asmith@counseling.org.*