

EDITH MACY CONFERENCE CENTER TRAVEL SCHOLARSHIPS

A travel scholarship fund is available to volunteers and employed staff from Girl Scout councils to defray part of the travel costs of attending professional development at Edith Macy Conference Center.

For fiscal year 2010, GSUSA is offering a special Travel Scholarship reimbursement rate of **ninety percent (90%)** of actual travel costs and **ninety percent (90%)** of actual lodging costs at Edith Macy. (Reimbursement rates are ordinarily 80% for travel and 35% for lodging while at Macy. This is a special offer that we are able to extend for FY2010, but it is not to be expected in the future.)

To be reimbursed for travel, you must:

- Submit a separate expense form for each individual participant. You may copy and use the expense report attached provided in this catalog.
- Submit all expense reports **within sixty days** after completing a course.
- Obtain an approval signature from your council's executive officer on the expense report.
- **Attach all supporting documentation (originals only)**, including travel receipts and the Macy folio (guest charges summary). If a receipt is not included for a charge listed on the expense report, that charge will not be included in the reimbursement. Please note that fees for registration, meals, and gratuities (tips) are NOT eligible and should not be included.
- Send completed and signed expense forms to:

EDITH MACY TRAVEL SCHOLARSHIPS
Girl Scouts of the USA
420 Fifth Avenue, 14th Floor
New York, NY 10018-2798

Questions? Please e-mail: LODregistration@girlscouts.org

Please Note: Reimbursements are sent directly to the Girl Scout Council CEO.

Travel Scholarship Expense Report

(For Professional Development attended at Edith Macy Conference Center)

Instructions: Complete all items requested in this report. **ATTACH ALL SUPPORTING DOCUMENTATION (ORIGINAL DOCUMENTS ONLY)**. Travel by personal car should be computed at 55¢ per mile (as of 1/1/09). Fees for registration, meals, and gratuities (tips) are **not** eligible and should not be included. Questions? Please e-mail: LODregistration@girlscouts.org

Return completed report **within sixty days** after the conclusion of the corresponding course to:
Edith Macy Travel Scholarships, Girl Scouts of the USA, 420 Fifth Avenue, 14th Floor, New York, NY 10018-2798.

Applicant Name (Last) _____ (First) _____ (Middle) _____		
Position <input type="checkbox"/> Volunteer <input type="checkbox"/> Paid Staff	Gender <input type="checkbox"/> Female <input type="checkbox"/> Male	Council Code ____ _
Council Name (do not abbreviate) _____		Contact Telephone No. () -
Council Address (Street) _____ (City) _____ (State) _____ (Zip Code) _____		Contact Email Address _____
Please Check One <input type="checkbox"/> Asian <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Black or African American <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> Two or More Races <input type="checkbox"/> White <input type="checkbox"/> Other		Are you also of Hispanic origin? <input type="checkbox"/> Yes <input type="checkbox"/> No
Course Code _____	Title of Course Attended _____	Course Dates _____

ACTUAL TRAVEL COSTS

DATES		LODGING	LOCAL TRAVEL (taxi, bus, limo)	AIR, CAR*, BUS, RAIL (circle one)	AUTO		MISC. ** (see below)	TOTAL
FROM	TO				Miles	Amount		
		\$	\$	\$		\$	\$	\$
		\$	\$	\$		\$	\$	\$
		\$	\$	\$		\$	\$	\$
		\$	\$	\$		\$	\$	\$
TOTAL EXPENSE								

The summary of guest charges (Macy folio) and all receipts supporting expenses must be attached.

* Car Expenses (garage and/or tolls) \$ _____ ** Misc. Expenses \$ _____ (Explain) _____

Signature of Traveler

Date Submitted

FOR GSUSA USE ONLY

Account # _____ Approved Amount \$ _____ Approved By _____