

EDITH MACY CONFERENCE CENTER TRAVEL SCHOLARSHIPS

Effective October 1, 2011, GSUSA will offer the following Macy Travel Scholarship Plan for volunteers and employed staff from Girl Scout councils to defray part of the travel costs associated with attending professional development events at the Edith Macy Conference Center:

1. Overnight guests: Reimbursements will be \$140/night for lodging. If you stay in a double room (\$175/night), you will be reimbursed \$140/night and be out of pocket for \$35/night. If you stay in a single room (\$275/night), you will still be reimbursed \$140/night and be out of pocket for \$135/night
2. Day guests, **no dinner**: Reimbursements will be \$48/day for **regular** day guest amenities (\$69/day).
3. **Day guests, with dinner**: Reimbursements will be \$80/day for day guest **with dinner** amenities (\$99/day).
4. All guests: Reimbursements will be 75% of eligible travel expenses. Meals and gratuities (tips) are not included.

To be reimbursed for travel, you must:

- Submit a separate Travel Scholarship Expense Form (see attached) for each individual participant.
- Submit all Expense Forms within 60 days of completing a course.
- 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 form, that charge will not be reimbursed. Please note that fees for registration, meals and gratuities (tips) are NOT eligible for reimbursement 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 email LODregistration@girlscouts.org.

Please note: Reimbursements will be sent directly to the office of your 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.** Travel by personal car should be computed at 55 ½¢ per mile (as of 10/1/11). 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"/> <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