**Travel Stipend for Professional Development Reimbursement Request Form**

Effective March 1, 2015, funding from the El Pomar Foundation will reimburse currently employed Early Childhood Professionals driving to Early Childhood Council sponsored trainings. This stipend is meant to encourage and support Early Childhood Professionals at licensed programs (centers/homes) in the five counties of Archuleta, Dolores, La Plata, Montezuma, and San Juan in furthering their professional development. Stipends are awarded to **one (1)** person per vehicle (carpooling encouraged) who drives **70** **miles** **or more round trips** from the place of employment to location of training. A driver has the potential to be refunded up to **three (3) times in 2015** until resources are exhausted. To be eligible for reimbursement, this form needs to be completely filled-out (pages 1 and 2) with a copy of attended training completion and submitted within **30 calendar days of travel** to:

***Early Childhood Council of La Plata County***

***Jessica Edelbaum***

***P.O. Box 4140***

***Durango, CO 81302***

Checks are sent to Trainee’s address as listed below.

**Please Print:**

Name of Driving Trainee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Program/Center: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Program License #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_# of Children Served: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Training Attended: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date of Training/Class: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City/State/Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Trainee’s Name *Signature of Trainee*

Make copies of this template as needed.

***ECCLPC Office Use Only***

Amount: $\_\_\_\_\_\_\_\_\_\_ Account #: 6693 Travel Stipends for Training Class: ELPOM\_\_\_\_\_\_\_\_\_\_\_\_

Submitted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Travel of 70 miles or more is paid at a flat rate depending on mileage.**

**Travel stipends are reimbursed at a flat rate based on round trip mileage of 70 plus miles. Please check the box that applies. For available stipends, see below:**

Round Trip 70-104 Miles: Receiving $30 Reimbursement

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **YOUR WORK PROGRAM/CENTER LOCATION** | **TRAINING LOCATION** | **ROUND TRIP TOTAL MILES** | **REIMBURSEMENT AMOUNT** | **CHECK BOX THAT APPLIES** |
| Bayfield | Pagosa Springs | 81 | $30 |  |
| Breen | Cortez/Dolores | 85 | $30 |  |
| Cortez | Durango | 92 | $30 |  |
| Dolores | Durango | 94 | $30 |  |
| Dove Creek | Cortez/Dolores | 70 | $30 |  |
| Hesperus | Cortez/Dolores | 71 | $30 |  |
| Ignacio | Pagosa Spring | 101 | $30 |  |
| Silverton | Durango | 95 | $30 |  |

Round Trip 105-150 Miles: Receiving $40 Reimbursement

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **YOUR WORK PROGRAM/CENTER LOCATION** | **TRAINING LOCATION** | **ROUND TRIP TOTAL MILES** | **REIMBURSEMENT AMOUNT** | **CHECK BOX THAT APPLIES** |
| Bayfield | Cortez/Dolores | 130 | $40.00 |  |
| Breen | Pagosa Springs | 146 | $40.00 |  |
| Durango | Pagosa Springs | 121 | $40.00 |  |
| Hermosa | Cortez/Dolores | 112 | $40.00 |  |
| Hermosa | Pagosa Springs | 140 | $40.00 |  |
| Ignacio | Cortez/Dolores | 136 | $40.00 |  |
| Pagosa Springs | Durango | 121 | $40.00 |  |
| Towaoc | Durango | 116 | $40.00 |  |

Round Trip 151 Miles Plus: Receiving $50 Reimbursement

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **YOUR WORK PROGRAM/CENTER LOCATION** | **TRAINING LOCATION** | **ROUND TRIP TOTAL MILES** | **REIMBURSEMENT AMOUNT** | **CHECK BOX THAT APPLIES** |
| Cortez/Dolores | Pagosa Springs | 208 | $50.00 |  |
| Dove Creek | Durango | 160 | $50.00 |  |
| Mancos | Pagosa Springs | 173 | $50.00 |  |
| Pagosa Springs | Cortez/Dolores | 208 | $50.00 |  |
| Silverton | Cortez/Dolores | 186 | $50.00 |  |
| Silverton | Pagosa Springs | 215 | $50.00 |  |