

**Great Lakes Athletic Trainers' Association
Travel Grant**

1. Purpose

- a. To support financially members of a committee as they are doing business of that committee at a meeting called by the chair of that committee.

2. Eligibility Requirements

- a. Funds may be used to reimburse for a district or national committee activity related to meeting needs, communication, travel, housing or other needs associated with committee responsibilities
- b. Not to be used to cover cost of public relations, printing or dissemination of information to the association memberships but to assist the committee members with personal costs related to committee operations.
- c. Each budget request has a minimum required number of active committee member participants of one. There is no limitation on maximum numbers of participants. If any part of the available funding is not used for the proposed purpose it cannot be stored for the future.

3. Request

- a. Completed application form submitted to the GLATA President from the GLATA Committee Chair requesting funding support.
- b. Deadline: NATA Annual Symposium according to GLATA policies and procedures.

4. Review Procedures:

- a. Completed applications will be reviewed by the Finance Committee at their annual meeting.
- b. Finance availability, number of applicants, amount requested and purpose of request will be used to determine monies distributed.
- c. form is not completed correctly it will not move forward in the application process.
- d. If any part of the available funding is not used for a proposed purpose it cannot be stored, banked or used outside the current calendar year for which funding has been applied but must be returned to the GLATA General Operating budget.
- e. The funding will be financed with monies allocated from the General Operating Account and is subject to the rules and regulations adopted by

the Executive Board and Council for the management of these funds. With the recommendations of the Finance Committee, it may become an annual budget line item for each budget year.

- f. The funding will be approved by the GLATA Executive Board and Council as part of the GLATA Finance Budget meeting.
- g. Any remaining financing will be absorbed back into the General Operating Account of the GLATA budget for that fiscal year.

5. Follow-up of Travel Expenses:

- a. Once travel has been completed all expenses are to be returned to Committee Chair for submission to GLATA for reimbursement. Deadline for submission of receipts to GLATA Treasurer will be within one month of completion of travel.
- b. Once Treasurer has received all receipts a check will be dispersed to the Committee Chair who will then disperse to the appropriate Committee members
- c. Any further requests and/or overages of these funds must be submitted in writing to the GLATA President for approval.