



Travel Reimbursement Incentive Program (TRIP)

This reimbursement program is designed to support leadership development within local Leagues by reimbursing certain expenses when traveling to a state League event. It frees up local Leagues to apply for the Project Grant Funds for community projects instead of using it to cover travel or lodging expenses.

The qualifiers to this program are that when attending a state League event, the leaguer is **traveling over 150 miles from their home** and their local League is **unable to finance their travel and lodging expenses**. To prove the local League's financial hardship a calculation worksheet must be completed and submitted along with the application form.

Reimbursable expenses are: Mileage based on the current IRS rate of .14 cents for ONE vehicle per League or Airfare up to \$250 per League and Lodging in the way of one hotel room with a limit up to \$125 per League. Please note that any Registration Fees will not be covered by this program. No restrictions on the number of times a local League can use TRIP per year.

State League events or programs covered by TRIP:

- Making Democracy Work! (formerly known as League Day), Denver, CO
- Legislative Conference, Denver CO
- LWVCO Council or Convention, Different locations each year
- Leadership training, Different locations each year

To apply, the local League Board completes a two-step process:

- 1) Calculate hardship and eligibility by completing the Determination of local League's Financial Hardship and Eligibility worksheet.**

*If line 12 is greater than 150, continue the process by completing the application.
If it is not, your Local League is not eligible to obtain a TRIP reimbursement.*

- 2) Complete the TRIP Application, attach all receipts and mail to LWVCO office.**

Upon receipt of the worksheet and application, the state League will notify the local League Treasurer of their qualification status within two weeks of application receipt. A check will be mailed to local League Member within a reasonable timeframe once the expenses are validated against the application.

Please submit any questions regarding this program through your local League Treasurer to the state League office.

LWVCO Board of Directors 2019



Determination of Local League’s Financial Hardship and Eligibility for Travel Reimbursement Incentive Program (TRIP)

Local league name: _____

Person completing form: _____

Position of that person: _____

Signature: _____ Date: _____

Quantity Description	Value
1. Membership count as used for this year’s PMP calculation	
2. Line 1 multiplied by 100	
3. Actual income for last calendar or fiscal year or budgeted income for current year (optional)	
4. Actual expenses for last calendar or fiscal year or budgeted expense for current year (optional)	
5. Average of lines 3 and 4, or if only one is given, enter that value, or if neither given, enter 0.	
6. Greater of line 2 or line 5	
7. Line 6 multiplied by 3	
8. Total of all assets available to local league (Include checking, savings, CDs or other investments, Ed Funds, etc and attach a balance sheet or account statements as documentation.)	
9. If line 8 is greater than line 7, eligibility for TRIP is denied. Stop here.	
10. City or town of member’s residence	
11. City in which LWVCO event is held	
12. Distance (miles) between places in line 10 and lines 11	
13. If line 12 is greater than 150, complete application will be approved on submission with this form and receipts attached.	



Travel Reimbursement Incentive Program (TRIP) Application

Today's Date: _____

Local League: _____

Local League Treasurer: _____
 (Name, Email and Phone)

Local League Board Approval Signature: _____
 (Print name and position)

ATTACH Determination of Financial Hardship sheet and documentation of assets

Qualifying State League Event or Program: (Check all events that apply)

- League Day
- Legislative Conference
- LWVCO Council or Convention
- Leadership Training

Travel Expenses (estimated)

- Transportation Expenses:
 (Per event - Airfare Limited to \$250 OR 14¢ per mile vehicle reimbursement)
- Lodging Expenses*:
 (Per event - Limited to \$125 one night / one person)

* Instead of incurring hotel expenses, attendees may choose to stay at a League member's home for League Day, Leg Conference and Council.

Member & Event	Expenses (attach receipts)	Address to send reimbursement check	FOR LWVCO USE ONLY – check#, initials