



RIVERCENTRE

NATIONAL ADAPTATION FORUM TRAVEL SUPPORT PROCESS

Travel support to attend the National Adaptation Forum (Forum) is available in limited quantities due to a handful of generous sponsors and will be awarded through a competitive review process. Eligible applicants include staff from state, county and municipal government, tribal, non-profit organizations, community leaders, and university students working on or studying climate change adaptation. The following items are eligible for Travel Support reimbursement: transportation, limited meals, lodging and a single registration fee to attend the Forum. There are five tiers of Travel Support available depending on your travel needs. Should you be accepted for Travel Support, your final reimbursement amount can not exceed the initial amount requested. **There are no exceptions.**

Final recipients for Forum Travel Support will be determined by a subset of the Planning Committee and contributing sponsors. Special consideration for Forum Travel Support will be given to applicants that are presenting at the Forum, applicants who express a particular justification for how attendance will foster their ability to implement adaptation activities in their work, and from applicants representing underserved communities. Should you be approved for Travel Support, we encourage you to work with other participants and share as many travel expenses as possible.

Please note: applying for Travel Support does not automatically register you for the Forum or reserve a hotel room. These actions must be done separately.

Travel Support Application will close on February 17, 2017.

CREATE YOUR PROFILE

If you have already created a profile, log in using the same credentials:

<http://nationaladaptationforum.org/user/dashboard>.

If you have not created a profile, please take a few moments to orient yourself to the Forum submission proposal process by creating an account here: <http://nationaladaptationforum.org/user/dashboard>.

Then review the instructions below to learn more about how to submit new, modify existing or add additional proposals.

1. Click [here](#) and you will be directed to the **MY FORUM** page
2. You will be asked to create your personal **PROFILE**.
3. Once you have set-up your profile you will receive a confirmation email with a temporary password. Please log in and change your password as your email and password allow you access to your **PROFILE** and **TRAVEL SUPPORT APPLICATION**.

APPLY FOR TRAVEL SUPPORT

Please answer the following questions, using the indicated formats, to tell us more about yourself:

How comfortable are you with climate change?

- Pick one answer:
 - Not at all
 - Somewhat
 - Comfortable
 - Think about it everyday

How will attending the Forum and learning more about climate adaptation activities benefit your work or studies?

- Provide us with a long and thorough response.
- Maximum of **200 words**

How do you expect to apply information learned at the conference into your day-to-day work/studies?

- Provide us with a long and thorough response.
- Maximum of **200 words**

Is your attendance dependent on the Travel Support?

- Pick one answer:
 - Yes
 - No

How much travel support do you require to attend the forum?

- Please pick one option: \$500, \$750, \$1000, \$1250, \$1650

Travel Support is limited to the items below, there are no exceptions. You must agree to the following terms and conditions to be eligible for Travel Support. If you do not agree to the terms and conditions your application will be rejected:

REGISTRATION

The attendee is responsible for registering for the National Adaptation Forum. All accepted Travel Support recipients are strongly encouraged to register within the Early Bird registration window. If the attendee does not register by the Early Bird deadline they will pay the regular registration fee. There are no exceptions. Itemized receipts for all travel expenses must be provided to be eligible for reimbursement.

AIR TRAVEL

Airfare reimbursement is for the Forum attendee only. Should you receive Travel Support from the National Adaptation Forum, you must obtain airline tickets as soon as possible. Please book the trip in an economical and efficient manner. Business and first class travel will not be reimbursed.

You may be eligible for discounted airfare to attend the Forum which has generously been made available through Delta Airlines. Reservations and ticketing is available via www.delta.com/meetings or by calling the Delta Meeting Network Reservations at 800-328-1111. When booking online at www.delta.com/meetings, select 'Book Your Flight' and enter your Meeting Code in the box provided.

The National Adaptation Forum Meeting Code is NMP74.

All airfare over \$500 round trip must have prior approval from Forum Coordinators – no exceptions: contact info@NationalAdaptationForum.org to discuss securing approval. Airline change fees will not be reimbursed. Triangle fares for additional personal or non-National Adaptation Forum business will be reimbursed at roundtrip rate or 2/3 of total whichever is less. Itemized receipts for all legs of travel must be provided to be eligible for reimbursement.

GROUND TRANSPORTATION

All ground transportation (car, train, taxi, metro and parking) expenses involved in getting to/from the National Adaptation Forum sponsored event are reimbursable. We strongly encourage the use of public transportation to and from the airport at both ends of the trip. Please see Forum website for recommended transportation options: nationaladaptationforum.org/logistics/transportation. Itemized receipts for all travel expenses must be provided to be eligible for reimbursement.

MILEAGE

Use of your personal vehicle is limited to 90 miles one way or 180 round trip. Prior approval must be obtained from the National Adaptation Forum should the mileage exceed this limit. Personal vehicle mileage will be reimbursed at the 2017 Standard Federal Government mileage rate. This is not in addition to gasoline which is included in travel support allowable expenses. Mileage will be checked for accuracy of round trip travel from attendee's home to event site. Itemized receipts for all travel expenses must be provided to be eligible for reimbursement.

RENTAL CAR

If necessary to rent a car, we require you to use an economy rental car with unlimited miles from the city of origin for no more than 5 days from May 8-12. Gasoline is included in travel support allowable expenses. Itemized receipts for all travel expenses must be provided to be eligible for reimbursement.

MEALS

Reimbursements are limited to those consumed in transit and by the attendee only. Breakfast and lunch will be provided for the three days of the Forum. Meals not provided but within the scope of the engagement will be reimbursed. To be eligible for reimbursement all meal purchases MUST be submitted in an itemized receipt – NO EXCEPTIONS. In-room honor bar purchases, alcohol purchases, and/or room service will not be reimbursed. The total amount reimbursed per day for meals may not exceed the 2017 Standard Federal Government per diem rate. Itemized receipts for all travel expenses must be provided to be eligible for reimbursement.

LODGING

The attendee is responsible for making or changing hotel reservations at the meeting venue. The number of allowable nights, as determined by the National Adaptation Forum is four (4). Extenuating circumstances need to be pre-approved. Multiple rooms for the same night or span of nights must have the prior approval of the National Adaptation Forum. All Travel Support Recipients that plan to stay in a hotel while in Saint Paul will be required to stay at the Forum negotiated hotels, the InterContinental Downtown Saint Paul Hotel or the Holiday Inn Downtown Saint Paul Hotel. Itemized receipts for all travel expenses must be provided to be eligible for reimbursement.

MANDATORY ATTENDANCE

The National Adaptation Forum is a unique in-person opportunity to meet with other adaptation minded practitioners. The purpose of Travel Support is for the participant to attend the Forum in-person.