INSTREAM FLOW COUNCIL TRAVEL GRANT APPLICATION
2022 Biennial Meeting [(see IFC Travel Grant Policy)](https://www.instreamflowcouncil.org/download/ifc-travel-grant-policy-2010/)

Return this form to Dennis Riecke (dennis.riecke@wfp.ms.gov) via email
**Deadline – February 11h 2022**

|  |  |
| --- | --- |
| Name |  |
| Agency/Other |  |
| Reason you are requesting travel assistance |  |
| Have you attended an IFC meeting before? |  |
| Do you intend to make a presentation? |  |
| Special circumstances for the Executive Committee to consider |  |

**IFC Status** (check one by double clicking on the box)

[ ]  Executive Committee

[ ]  Incoming Executive Committee (includes Regional Directors-elect)

[ ]  Governing Council Representative

[ ]  Other Agency Employee of Governing Council

[ ]  General Council

**Expected Costs** (Enter estimates in each box. Right click the “total” boxes and select “update field” to calculate total.)

|  |  |  |
| --- | --- | --- |
| **Expense** | **Requested from IFC** | **Provided by your agency/other** |
| Airfare | .00 | .00 |
| Ground | .00 | .00 |
| Lodging | .00 | .00 |
| Meals | .00 | .00 |
| Registration | .00 | .00 |
| Other | .00 | .00 |
| **Total** | **$ .00** | **$ .00** |

If requesting money for Other, please provide detail:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Check here if you request waiver of registration fee for biennial meeting.

Registration includes **welcome reception, 3 breakfasts, 3 lunches, 1 offsite dinner, and 1 dinner banquet**

Meal reimbursement will be limited to actual expenses for eligible meals. Meals covered as part of registration or otherwise covered by IFC are not eligible for reimbursement. Maximum reimbursable rates are $8.00 for breakfast, $12.00 for lunch, and $20.00 for dinner. IFC will not reimburse for alcohol consumed with, or independent of meals.

Travel grant applicants will be notified on approval status.