

Grantee Travel and Training Request Companion Guide

Introduction

SSVF grantees are required to submit requests to use SSVF grant funds for the purpose of participating in events that are not mandated by VA under the SSVF grant agreement and approved budget. Such events are conferences, trainings, or meetings that require the use of SSVF funds, beyond budgeted personnel and regular duty expenses, in order for staff to participate. The *Travel and Training Request* form allows for grantees to submit requests for travel and also training authorization to the SSVF Program Office via the online grants management system (GIFTS).

When to Submit a Travel and Training Request to the SSVF Program Office

The *Travel and Training Request* form should be submitted for any travel or training that has a combined value of more than \$200.00 and has not been mandated by the VA. VA mandated training includes SSVF Regional Meetings and SSVF Program Launches; travel and training authorization is not required for these mandated trainings.

Submitting the Travel and Training Request to the SSVF Program Office

1. Travel and Training Requests are submitted to the SSVF Program Office using the SSVF online grants management system (GIFTS). Each SSVF grantee has an active Requirement form in their GIFTS account portal, titled *SSVF Travel and Training Request*, that can be submitted at any time throughout the grant year. Since not all grantees will have a need to submit this form, the deadline applied to the form aligns with the end of the grant year (09/30/2017) and will deactivate on that date. Any forms submitted will be replaced with a new, blank form by the SSVF Program Office for later use.



2. The agency name and grant number will be pre-populated on the form. All questions with red asterisks are required. The form will prompt for a selection of the type of travel or training. These have been categorized into three event types (Conference, Type of Training, and Community or Technical Assistance Meeting). Only one item from the three event types needs to be selected, unless multiple events are occurring within one trip. If the "Other" option is selected from one of the fields, please provide a description in the text box.

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1 Travel and Training Request 2 Review My Requirement

Travel and Training Request Printer Friendly Version

* Required before final submission

Travel and Training Request

SSVF grantees are required to submit requests to use SSVF grant funds for the purpose of participating in events that are not mandated by VA under the SSVF grant agreement and approved budget events are conferences, trainings, or meetings that require the use of SSVF funds, beyond budgeted personnel and regular duty expenses, in order for staff to participate.

Organization Name

Grant Number

Please select the type of event reason from one of the drop-down boxes below. If the event falls under a category that is not listed, please select the other option and provide an explanation in the appropriate box. Note: Grantees are not required to submit requests for VA-mandated events under the SSVF grant agreement and approved budget (i.e. SSVF Regional Meetings, SSVF Launch Events, SSVF Community Meetings, etc.).

Conference
Please select from one of the three drop downs unless there are multiple events within one trip.
No Selection

Type of Training
Please select from one of the three drop downs unless there are multiple events within one trip.
No Selection

Community or Technical Assistance Meeting
Please select from one of the three drop downs unless there are multiple events within one trip.
No Selection

If you selected "Other", please describe the type of conference, training, or meeting.

3. The form lists a series of questions regarding details about the training. These questions include: the expected benefits and how they will be useful for the SSVF Program, if there are other, local training options, registration fees, available brochures or web links, and the number of people that will be attending from the agency. The maximum number of staff per training is 3 per grant including subcontractors. Should there be a rare request for more than 3 travelers; specific circumstances must be discussed with and pre-approved by the grantee's Regional Coordinator prior submitting the *SSVF Travel and Training Request* form. Additionally, the 3 traveler limitation includes subcontractor staff. When a majority of the provision and coordination of SSVF services is offered by subcontractors, grantees are encouraged to ensure that those staff have representation at meetings.

* How does the proposed event benefit your agency's SSVF program?
Please explain how the information gained through the event will be applied and the possible effect of it on your agency's program.

* Please provide a web link to the training and attach a sample agenda or brochure, if available.

Agenda/Brochure Attachment Browse...

Upload

* Does the event require registration payment?
No

If applicable, please provide registration fee per person.

* Does the event require travel outside of locality?
No

* How many employees from your agency will use SSVF funds to participate in the event?
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* Has your agency explored other options that may reduce costs and, if so, please describe those options? For example, is it more cost-effective to bring a facilitator/trainer on-site and offer participation to more staff?

4. The next section of the form requests the financial details related to the total cost of the event including the costs related to the mode of travel, lodging, per diem, and other costs. These values should represent the cost of a single traveler, as the SSVF Program Office will calculate the total costs for

multiple travelers. Please note that the maximum number of travelers is 3. The form will also prompt for the General Services Administration (GSA) rates for the travel destination's maximum lodging cost and meals and incidental expenses. A web link to the GSA rates is included. Please note that the GSA Meals and Incidental Expenses (MI&E) rate is the maximum allowable cost for SSVF grantees; the GSA lodging rate, or a lower rate, is strongly encouraged, when possible. These fields are required. If the event does not require travel, please enter \$0.00 in each field.

For more information on the GSA rates, please visit: <https://www.gsa.gov/portal/content/104877>

Please note that for travel to Alaska, Hawaii, and the U.S. territories, the following link is used:

<http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>

Please complete the following information to provide an estimated total cost to participate in the event:

* **Departure Date**
Please provide the date of departure.

* **Return Date**
Please provide the date of return.

* **Travel Mode Cost Per Person (Airfare, Train, Vehicle Mileage)**
Please provide the estimated cost for mode of travel per person. Travel mode could include multiple modes.

Refer to the GSA website for lodging and per diem rates for the city in which you are traveling: <http://www.gsa.gov/portal/content/104877>

The rates that you will enter in the GSA Rate fields are used to verify your proposed costs for lodging and incidental expenses against the approved rates. Grantees cannot exceed the GSA MI&E rate per day. Grantees are strongly encouraged to seek the GSA Lodging Rate or a lower rate when possible.

* **Lodging Cost Per Person**
Please provide the estimated total amount of lodging per person.

* **GSA Lodging Rate**
Please provide the GSA max lodging rate for your destination.

* **GSA Per Diem Rate (MI&E)**
Please provide the GSA approved Meals and Incidental Expenses rate for your destination.

* **Other Costs**
Please provide the total amount of other costs per person. This may include parking or baggage fees.

* **Please give a thorough break down of the "other costs" involved with the travel.**
Make sure to describe the rationale behind each of the costs associated with the travel.

- The grantee should follow instructions to review and submit the completed form. It is recommended that training and travel requests be submitted at least 30 days prior to travel. The SSVF Program Office will conduct a review of the submitted form and provide notification of travel authorization, or, if necessary, will request additional details.

* **By submitting this request for training/travel approval, I agree that all cost associated with this event are in accordance with all regulations associated with the VA SSVF grant agreement. No costs other than what has been provided will be incurred for this event. Additionally, no entertainment will be paid for by VA funds.**

- All grantee questions should be sent to their SSVF Regional Coordinator.