



700 W. Michigan Street
 Milwaukee, Wisconsin 53233
 (414) 291-5360
www.insuranceinfo-ciic.org

Scholarship applications are being accepted for the May 20, 2010 Property Insurance workshop. The deadline for the May 20th workshop is **Friday, May 7th**. Applications received after the deadline will be processed on a first-come, first-serve basis until scholarship funds are exhausted. Questions about completing this application should be directed to Anne Landre at the telephone number listed above, or via email to anne.landre@insuranceinfo-ciic.org. Print the entire form, complete it and **FAX to (414) 291-5370**.

Application for Travel & Lodging Scholarship

Organization Information

Name of Organization	
Street Address	
City ST ZIP Code	
Phone	
Contact Person Name	
Contact Person Title	
E-Mail Address	
Fax Number	

Which Event Are You Planning to Attend?

May 20, 2010	Property Insurance Wkshp	<input type="checkbox"/>

Who Will Attend? If more than two, please complete an additional form

Attendee Name:	
Attendee Name:	

Additional Information

Indicate type of funding you are requesting. Check any or all: transportation ___ lodging ___ per diem ___
If this application is for more than one individual, will separate hotel rooms be required? Yes ___ No ___ Note: Please allow our office to reserve your room at the Hilton with the special rate we have negotiated. Do not contact the Hilton directly until after you have received a confirmation from our office.
Is this the first time your organization has sent a representative to one of our workshops? Yes ___ No ___
Estimated percentage of organization's programming devoted to housing and/or personal finance needs of clients or local community ___ %
Estimated round trip mileage if requesting transportation funds _____ miles

Scholarship Benefits

Scholarship payments will be made directly to the approved nonprofit organization or government agency following submission of receipts for lodging and verification of transportation expense. Per diem payments will also be paid directly to the nonprofit or government agency at the same time that lodging and transportation expenses are reimbursed.

Transportation – Actual car mileage to and from the workshop location will be reimbursed at the current IRS mileage rate. The rate for 2010 is 50 cents per mile. Other forms of transportation may be reimbursable but must be approved by the CIIC in advance.

Lodging – Actual lodging expense will be reimbursed up to a maximum of \$200, inclusive of room taxes, fees and overnight parking charges. Incidentals such as telephone, meals, pay-per-view movies and similar expenses charged to the hotel room are not reimbursable.

Per Diem – A per diem rate of \$45 per person, per day will be paid directly to the approved nonprofit organization or government agency for meals and other travel incidentals. The per diem payment will not exceed two (2) days or a total of \$90 per person. Per diem benefits are only available to attendees staying overnight at or near the workshop hotel. If you wish to make overnight lodging arrangements somewhere other than the workshop hotel, (for example, if you plan to stay with friends or relatives in the area) please include that information when you submit your application. You can still qualify for per diem benefits.

Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if my organization or agency is approved for this scholarship, any false statements, omissions, or other misrepresentations made on this application may result in a demand for repayment of any funds received from the CIIC.

Name (printed)	
Title	
Signature	
Date	

Our Policy

It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability.

Thank you for completing this application form and for your interest in our travel and lodging scholarship.

For CIIC Use Only

If this application is approved for a travel and lodging scholarship, this section will be completed by a representative of the CIIC and a copy furnished to the approved organization or agency.

Application approved by:

Name (printed)	
Title	
Signature	
Date	