

Travel Questions

Organization Name:

Date:

If your proposal and budget include participant travel, then please answer the following questions. The questions refer to travel costs (for example, payments associated with participation in training events, conference fees, tuition or other stipends *to non-employees or to other organizations*) that your organization will cover for individuals that participate in its events, including community members, invited guests, speakers, etc. When you compile the responses, you should exclude: 1) staff; 2) consultants or anyone that has a legal contract with the organization, and 3) board members. In other words, these questions are not applicable to the latter category of people. The Foundation asks these additional questions in order to determine what procedures it may or may not have to employ in order to ensure its compliance with US anti-terrorist measures. Please note that this is something we now have to do with all grantees that reimburse other organizations or individuals' expenses (that are not its own employees). Also, for your information, if your organization will be involved in other types of re-granting, an additional set of procedures will apply, and we will inform you of those if necessary. Please answer the following questions regarding the types of payments that are typically associated with covering participation in various events of the project for which you are seeking Mott funding:

1. Does your organization cover the following costs for nonemployees?

• Travel;	Yes	☐	No	☐
• Accommodation; or	Yes	☐	No	☐
• Related expenses (please specify)	Yes	☐	No	☐
2. If so, are the expenses paid directly to the participant or to a third party (such as the hotel, restaurant, taxi, travel agent, etc.)?
3. If and when you reimburse costs, do you do so against actual receipts?
4. Do you reimburse funds directly to the individual at the event or by other means (wire transfer for example)? Please specify the means.
5. Do you require reports from participants on the event or travel in connection with the reimbursement?
6. Do you pay lump sums in advance and/or per diems, and if so, do you require any follow up reporting back?
7. What is the average size of the reimbursement or stipend per individual?
8. Does your organization know the individuals or organizations receiving payments?

9. Will your organization either be involved in organizing the events for which the payments are related or have reviewed (or attended) the events? In other words, what level of involvement do you plan on having with respect to the events, study tours, etc. for which you will be paying/reimbursing expenses of participants?
10. *International Organizations* – Will there be any United States activity for staff, consultants, board members or others? If so, please inform your Program Officer as additional requirements are necessary.