

# TEAMS Training & Workshop Scholarship

## REQUEST FOR ADVANCE

[teams@classisredmesa.org](mailto:teams@classisredmesa.org)

**Directions:** This form is for the purpose of requesting funds needed for travel and expenses prior to attending training. Typically this will be utilized by those who are traveling by vehicle and require money for gas and hotels.

This form may also be combined with a reimbursement form. For example, you may ask that your workshop fee be paid by TEAMS and then request reimbursement later for travel.

Please only indicate a dollar amount for the training fee or airfare if that is part of your request. For all of the other categories, please indicate numbers rather than dollars. For Advances TEAMS will utilize per diem amounts for hotel and meals and will provide mileage for places within Red Mesa at standard amounts. For significant vehicle travel (i.e. to California, Texas, Denver, Michigan etc) TEAMS will generally provide the conference fee, lodging and meals first, and provide the remaining funds for mileage up to \$500).

You may e-mail an electronic version with your application to [teams@classisredmesa.org](mailto:teams@classisredmesa.org). If you have not provided your application directly to a TEAMS member (or your pastor) you may send a paper copy with your application to Classis Red Mesa at PO Box 8, Rehoboth NM 87322..

If you are submitting this with a need for a short turn-around, you are advised to e-mail or call the Classis Office at [office@classisredmesa.org](mailto:office@classisredmesa.org) and 505-722-2610 and contact the Classis Treasurer at [treasurer@classisredmesa.org](mailto:treasurer@classisredmesa.org) to make arrangements. Please call if there is an "early-bird" fee that can be paid for your registration.

**Agreement:** When you receive an Advance for training you are agreeing to attend the training. If you do not attend the training you are expected to return any unused or refunded expenses to the TEAMS committee with a letter indicating the reason you were not able to follow through on the training (i.e. illness, family emergency etc).

1. **Date you are e-mailing or mailing this form:**
2. **Your Name and Mailing Address:**
3. **Phone number and/or e-mail where you may be contacted regarding questions or details. Indicate the best way and time to reach you.**
4. **The Name and Date(s) and location of the Training you will be attending:**

5. **Is this ADVANCE request for all or part of your training expenses? If this is for part of your expenses, please indicate what you will be requesting later.**

<p><b>Workshop or Conference Fee:</b>  <i>Are you requesting that TEAMS cover your Workshop or Conference Fee? If so, TEAMS prefers to send the fee directly to the Conference Source. Please attach the conference brochure and/ or indicate the conference website below and indicate the amount to be provided to the right.</i></p>	\$	
<p><b>Airfare</b>  <i>If you are requesting an advance on airfare, please attach proof of purchase for your airfare. (Usually this will be a copy of the receipt you received from an on-line purchase)</i></p>	\$	
<p><b>Total Specific Dollar Request (subtotal)</b></p>	\$	
<p><b>Lodging Per Diem</b>  <i>How many nights of lodging will you be paying for (exclude nights that you are hosted or are staying with friends or family)?</i></p>	#:	
<p><b>Meal Per Diem</b>  <i>How many meals will you be paying for during your training session and travel (exclude meals provided as part of your conference fee or meals provided in the homes of a host family or friends or relatives)?</i></p>	#:	
<p><b>Vehicle Travel:</b>  <i>If you were the primary owner/driver of a vehicle, please indicate your beginning point and destination and number of miles you traveled in a vehicle.</i></p> <p><i>Please list the names of any other Red Mesa passengers who are also participating in the training (not children or others that only rode along for the trip). For long distances TEAMS may apply their mileage reimbursement to you.</i></p>	Est. # of miles:	
<b>FOR Internal USE ONLY</b>		
<p><b>TEAMS authorization received on this date:</b></p> <p><b>From:</b> _____ <b>(TEAMS Member)</b></p> <p><b>To:</b> _____ <b>(Classis Treasurer)</b></p>	Verbal?	Writing/Email?