



## Alaska ITWG Conference Request for Travel Assistance

OVW Tribal Jurisdiction Program grantees, please reach out to your DOJ Grants Management Specialist for approval to use grant funds to cover travel costs. If you are unable to use grant funds, you may request reimbursement from ANJC using this form.

Name: \_\_\_\_\_ Tribe/Org: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address (for check): \_\_\_\_\_

### Scheduled Travel:

Departure Date	Depart from	Time (am/pm)	Arrival Date	Arrive at	Time (am/pm)

### Summary of Covered Costs:

- **Airfare:** Fully reimbursed (economy fare only). Reimbursed upon submission of receipt and itinerary.
- **Lodging:** Not to exceed federal approved rate of \$279 per day. Reimbursed upon submission of receipt.
- **Meals & Incidentals:** Federal set rate of \$145 per day, 75% on travel days, to cover meals and incidentals.
- **Transportation:** Not to exceed \$50 total per person.

By signing this form, I confirm that my Tribe or organization cannot use federal grant funds to cover any of the above stated costs to support my attendance and participation in the September 22-23, 2025, Alaska ITWG Conference.

Attendee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

### Next Steps:

- ▶ Return this completed form, supporting receipts, and W9 to [TribalJustice@anjc.net](mailto:TribalJustice@anjc.net).
- ▶ ANJC will process your request and will inform you whether the assistance has been approved.

ANJC Approval Signature: \_\_\_\_\_

Estimated Need (to be filled in by ANJC): \_\_\_\_\_