



## UI National Integrity Academy Instructor Led Training Stipend

The Integrity Center has allocated \$30,000 to provide travel stipends to states desiring to send staff to regional and/or state hosted Instructor Led Training but are unable to travel because of state travel or agency budget restrictions.

The target audience for the ILT travel stipend is current or new fraud investigators. The target audience requirement is designed to ensure that training is provided to those who will benefit most in their day-to-day integrity related activities upon completion.

### **Stipend Protocol:**

*Eligible Staff:* Stipends may be requested by any state to send staff to training at any regional or state hosted ILT event, who would not otherwise be able to attend. Participating staff will be required to enroll in the Academy and meet all prerequisites for attending the ILT. If staff fail to complete, or are unable to attend, the Center reserves the right to withhold payment of any stipend.

*Eligible States:* State's may apply for stipends for any staff who meet target audience criteria except for those who reside in a host city for any training. The Center will provide funds on a first-come, first-serve basis to states that demonstrate the necessity for a stipend. Applicants who request funds for a specific venue but do not receive funding may apply for funding for subsequent venues.

*Stipend Available:* Stipends of up to \$3,000 per state are available to supplement travel expenses for staff that would otherwise be unable to attend. Priority may be given to states who are requesting funds for more than one traveler.

### Application Requirements:

- ILT Venue City
- Name of State
- Name of State Agency
- Name (s) of participants
- Short description of applicant's (s) experience, current position.
- Reason why state cannot cover travel costs
- Funding requested
- Other
- Signature and Title of Requesting Individual

Applications are available on the UI National Integrity Academy webpage located at:

[integrity.naswa.org](http://integrity.naswa.org)

### Reimbursement Request Instructions:

The Integrity Center, through a sub-contract with the National Association of State Workforce Agencies (NASWA), will provide up to **\$3,000 to states** to help cover travel costs for Instructor Led Training course participants. Allowable travel costs include transportation, hotel lodging, per diem costs (consistent with the General Services Administration schedule or states' out-of-state per diem requirements, whichever is less), and minor incidental costs like parking. States will only be reimbursed for a maximum of four (4) nights of lodging.

After the ILT training event, NASWA will issue one reimbursement check per state for all participants from that state, upon receipt of an invoice summarizing travel costs incurred. The invoice to NASWA should include the name of the attendees, total travel expenses paid per attendee, total reimbursement amount being submitted, and copies of all corresponding receipts to support the reimbursement as required by each state's travel policy.

The invoice and documentation, including mailing instructions for the check (attention of individual or department, and address), must be scanned and emailed to the Training Coordinator, Brandon Barr at [bbarr@naswa.org](mailto:bbarr@naswa.org). Attending states should submit their invoice no later than 45 days following the ILT training event.



In Partnership with USDOL

**UI National Integrity Academy**  
Instructor Led Training Stipend Application

State: \_\_\_\_\_ State Agency: \_\_\_\_\_

Funding Requested: \_\_\_\_\_

<b>Instructor Led Training Event Requested:</b>		
	ILT Venue City/State (In order of priority)	Date
1.)		
2.)		
3.)		

Name(s) & Titles of Proposed Attendees:

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Brief Description of Each Proposed Attendee's Experience:

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Reasons Why State is Unable to Cover Travel Costs:

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Other Information for Consideration:

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Signature

Date

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Printed Name & Title of Requesting Individual