



Policy and Procedures

first-served basis. Other factors to be considered will include individuals who received funding in the preceding year.

6. Amount reimbursed will not exceed \$250 per member each year.
7. Funds awarded are to be used for TMAC education event registration fees, hotel, or transportation.
8. Members receiving funds for general membership meetings shall attend the meeting in person and be present for at least 80% of the meeting.

B. Application for Scholarship Funding

1. A member must submit an Education and Travel Funds Application at least two months prior to a meeting or TMAC educational event toward which the scholarship will be applied.
2. The TMAC Board of Directors (BOD) will evaluate the application according to compliance with the General Guidelines above.
3. At least one month prior to a meeting or TMAC educational event, the TMAC Treasurer will notify the member whether or not scholarship funds are available and will be awarded.

C. Award of Scholarship Funding

1. Within two months following the meeting or event, the member will submit the following to the TMAC Executive Assistant:
 - a. Receipt or proof of payment for TMAC education event registration fee, and/or
 - b. Receipts for associated hotel/transportation costs, and/or
 - c. A copy of CEU certificate for education event.
2. Meeting attendance will be verified on meeting sign-in list.

- D. The BOD will review documents for completeness. Funds will be provided to the member within two months after BOD review.



EDUCATION and TRAVEL FUND APPLICATION

Name and Credentials: _____

Job Title: _____

Employer: _____

Type of request: Travel expenses Registration fee

Reason for request:

Attend TMAC General Membership Meeting. Meeting Date: _____

TMAC Education Event. Event date: _____

Event name: _____

Meeting/event location: _____

Traveling from: _____

Total amount requested: _____

Will you receive funding from other sources? No Yes If yes, amount: _____

Please email your application / documents / copies of receipts to:

Susan Watson
TMAC Executive Assistant
SWatson@mvensa.com