



False Alarm Reduction Association Symposium Reimbursement Program

Program Policy for 2012 Training Symposium

The following policies have been adopted by the FARA Board of Directors to guide the FARA Executive Director in administering the Symposium Reimbursement Program for the 2012 Annual Training Symposium to be held in Albuquerque, New Mexico.

Deadlines

The FARA Symposium reimbursements will be issued on a first-come, first-served basis. Award recipients will be contacted by FARA. Recipients must confirm with FARA that they will be able to travel to the symposium within 7 days of notification. In the event a recipient fails to respond or is unable to use the funds, additional recipients may be selected.

Reimbursement Coverage

Reimbursement is restricted to employees of Public Safety Members in good standing. Symposium Reimbursements can be used to cover Airfare, Hotel, Gas, Registration Fee, and Airport Parking. Meals are not included beyond lunches and breakfasts included in the symposium program. In order to enable as many recipients as possible to attend, recipients are urged to ask for coverage only for items that cannot be covered by other sources. Funds for airfare will be based on advanced purchase rates for discount carriers. Applicants must submit a letter from their agency stating that the agency supports the applicant's attendance at the FARA symposium, but that it does not have the funds for the amount requested.

Criteria

The FARA Board of Directors will set forth the maximum amount of FARA Institute money that will be available for award to attend the Albuquerque symposium. Symposium Reimbursements will be awarded based on a first-come, first-served basis with priority given to speakers and panelists necessary to conduct the symposium.

Payment

- **Hotel:** Recipients will be notified of how many nights they can stay at the hotel, and if they confirm that they will be able to attend, will be given a confirmation number for the reservation. FARA will pay for the hotel rooms directly to the hotel.
- **Registration Fee:** FARA will waive the registration fee as appropriate.
- **Airfare, Gas, and Airport Parking:** FARA will notify Recipients of a not to exceed amount for Airfare, Gas, and/or Airport Parking as the Symposium Reimbursements are awarded. Recipients will submit receipts for reimbursement for Airfare, Gas, and Airport Parking after the symposium has concluded. In the event the cost of Airfare, Gas, and/or Airport Parking is less than the not to exceed amount, the recipient will only receive the actual cost. In the event the cost of Airfare, Gas, and/or Airport Parking is more than the not to exceed amount, the recipient will only receive the not to exceed amount. Recipients may not use amounts approved for one item of travel to cover extra costs for other items. For example if the recipient is approved for 200 in airfare and 50 for parking and the actual airfare is 225 and the actual parking is 25, the recipient will receive 200 for airfare and 25 for parking.
- **Recipients must pay for all expenses up-front and they will be reimbursed afterwards.**
- **A major consideration will be the cost of reimbursement requested.**
- **Our goal is to provide as many people as possible the ability to attend the symposium.**
- **Do not book any reservations until your funding has been approved.**

Administration

The FARA Executive Director will administer the Symposium Reimbursement Program according to policies approved the FARA Board of Directors.



2012 FARA SYMPOSIUM REIMBURSEMENT REQUEST APPLICATION

Albuquerque, New Mexico May 1 - 3, 2012

Deadlines: The FARA Symposium reimbursements will be issued on a first-come, first-served basis. Limited funds are available, so apply early! Award recipients will be contacted by FARA.

Name:						
Agency Name:						
Address:						
City, State/Province:				Zip/Postal code:		
Phone:				Fax:		
E-mail:						
Circle all the items you need funds for	Airfare	Hotel	Gas	Registration Fee	Airport Parking	Note – Meals are not included beyond symposium lunches and breakfasts

Terms and Conditions: FARA will consider applicant's request for a one-time symposium reimbursement under the following conditions:

- **You must submit written approval of your agency to attend the FARA International Training Conference with this application.**
- Recipients must be Public Safety FARA members in good standing.
- Symposium reimbursement funds are limited and will be awarded according to policies approved by the FARA Board of Directors.
- Symposium reimbursement funds will be award on a first-come, first-served basis with priority given to speakers and panelists necessary to conduct the symposium.
- Recipient and recipient agency agree to allow FARA to use their agency name in press coverage as applicable.
- **Award recipients must attend all FARA Training functions (or one of two sessions if they are concurrent) or reimbursement will not be made.**

On behalf of my agency I agree to the terms and conditions as outlined in this symposium reimbursement application:

Signature

Date

Printed Name and Title