



Region No: \_\_\_\_\_

Region Name: \_\_\_\_\_

## TRAVEL GRANT - Application Form.

**To: Secretary General, IPA Ireland**

TRAVEL Grant Application

Region No: \_\_\_\_\_ Region Name: \_\_\_\_\_

**TRAVEL Grant** Application in respect of overseas Trip to Section \_\_\_\_\_  
from \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_ is made in accordance with Current Financial Guidelines.  
Attached is required documentation:

1. Copy of Advertising Notice
2. Copy of correspondence from host Section
3. List of qualifying personnel (IPA members) *\*attached / \*to follow*, for final ratification.

Signed: \_\_\_\_\_ Reg. Secretary, Region \_\_\_\_\_ Dated \_\_\_\_\_

### OFFICE USE

Application approved in principal by NEC on \_\_\_\_\_ at \_\_\_\_\_

Application ratified by NEC on \_\_\_\_\_ at \_\_\_\_\_

TRAVEL Grant € \_\_\_\_\_ Per CH/CT issued on Dated \_\_\_\_\_ Initials \_\_\_\_\_

### **CURRENT FINANCE GUIDELINES - TRAVEL GRANT Schedule 13 (4)**

“A Travel Grant will be available to an IPA Region or Club organising an IPA trip to another Section (to a maximum of 2 trips in any one financial year) subject to the following conditions:-

- A.** Travel Grant will apply at the rate of €35 per IPA member.
- B.** The trip must involve at least 10 IPA members (to include spouse/partners) and must include a social/professional/cultural programme involving the host Section
- C.** The trip must involve a stay of at least two nights with the host Section
- D.** Notification to and acceptance by the host section of the programme must be in place at least 3 months in advance of the trip.
- E.** The trip must be advertised within the region at least 3 months before the date of the trip.
- F.** Application for Travel Grant on prescribed form must be with Secretary General at least two months before date of trip (preferably earlier) and must include copy of correspondence to/from host Section, copy of advertising poster and a complete list of names of IPA members participating.
- G.** An application for a travel grant that meets the requirements of these guidelines will be brought before the first meeting of the NEC following submission for formal ratification.
- H.** Balance sheet together with list of names of members who took part to be submitted with Regional account at end of year