

**Topic/Grant**
**Out of State Travel**
**FAQ/Requirements**

### **Out-of-State Trainings Instructions**

**Out of state trainings are allowable under the following conditions:**

1. Maximum of two staff may be reimbursed for out-of-state in-person training registration for each grant agreement per fiscal year.
2. International training (training outside the United States) and training outside the Continental United States is not allowable.
3. Training must be a reasonable expense, consistent with the grant program under which the staff person's salary is supported and must be applicable to their responsibilities.

**Approval Process**

An approved Out of State Travel Request form is required if either of the following are true:

1. Out of state travel costs were not included in the organization's approved budget.

**And/or**

2. The requested out-of-state conference is not on the approved list (see yellow Pre-Approved Conferences tab on the Amendment & Out of State Travel Request form or table below).

Out-of-State Travel Request forms must be submitted to MDHHS-DVS@michigan.gov detailing training registration costs, travel, lodging, and mileage estimates, and including a link to the training agenda. If the agenda is not accessible online, include the training notice and agenda as an attachment.

<b>Out of State Travel Limitations</b>			
	<b>In-State Trainings</b>	<b>In-Person Out-of-State Trainings</b>	<b>Web-based Trainings</b>
DVS Authorization Required	No	Yes – see restrictions above	No
2-attendee per grant limit	No	Yes	No
Must be applicable to grant service/program area	Yes	Yes	Yes
NOTE: In-person out-of-state trainings must be in the continental United States.			
<b>Pre-Approved Conferences</b>			

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<a href="#"><u>National Organization of Sisters of Color Ending Sexual Assault, National Symposium on Sexual Assault in Communities of Color Our Work - SCESA (sisterslead.org)</u></a>
<a href="#"><u>National Sexual Violence Resource Center, National Sexual Assault Conference National Sexual Assault Conference (NSAC) (nsvrc.org)</u></a>
<a href="#"><u>National Coalition Against Domestic Violence, The Hotline and NCADV's National Conference on Domestic Violence https://ncadv.org/conference</u></a>
<a href="#"><u>Ending Violence Against Women International, International Conference on Sexual Assault, Domestic Violence, and Fighting for Change Summary - International Conference on Sexual Assault, Domestic Violence, and Fighting for Change (cvent.com)</u></a>
<a href="#"><u>National Children's Advocacy Center International Symposium on Child Abuse International Symposium on Child Abuse – Presented by the National Children's Advocacy Center (nationalcac.org)</u></a>
<a href="#"><u>Conference on Crimes Against Women Conference on Crimes Against Women (conferencecaw.org)</u></a>
<a href="#"><u>International Association of Forensic Nurses International Conference on Forensic Nursing and Practice Future Conferences - IAFN (forensicnurses.org)</u></a>
<a href="#"><u>National Council of Juvenile and Family Court Judges, National Council of Juvenile and Family Court Judges Annual Conference</u></a>
OVW/OVS Tribal Consultation
OVC sponsored Tribal/Indian Nations
Women are Sacred hosted by National Indigenous Women's Resource Center
<a href="#"><u>NNEDV Tech Safety Technology Summit Technology Summit — Safety Net Project (techsafety.org)</u></a>
<a href="#"><u>Praxis International – https://praxisinternational.org/advocacy-learning-center/</u></a>

## References

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