



Orange County Affiliate
3191-A Airport Loop Drive
Costa Mesa, CA 92626
(714) 957-9157
(714) 957-9155 fax
www.komenoc.org

POLICIES & PROCEDURES

Professional Education and Advancement Grant

The purpose of this grant is to provide travel assistance to grantees, health care professionals, and advocates to attend, participate in, and/or present at meetings, conferences, or symposia that would increase the community knowledge of breast health/cancer and facilitate the interchange of ideas and communication between the scientific and lay public.

Requests for Professional Education and Advancement Grants must comply with the following criteria:

- Conference is relevant to breast cancer and/or increase your capacity to provide breast health services to the community as demonstrated by agenda, etc.
- Applicant is able to quantify participation and benefit to community
- Applicant must attend majority of conference or apply for the continuing education credits offered
- Written report must be made to Affiliate after conference within 30 days
- Grants may be applied toward air, bus, train or cab fare; mileage reimbursement at 50.5 cents per mile; hotel accommodations; conference registration fees
- Grants may not exceed \$1,000
- Based on relevancy of the topic, the recipient may also be required to do an oral presentation for the Affiliate

Recipients must adhere to the following procedures:

- “Application & Letter of agreement” must be issued for each grant and will serve as the contract
- Travel expenses are reimbursed up to the approved grant amount upon completion of an expense report and presentation of original receipts.
- If this presents a hardship on the recipient, the grant may be issued as a travel advance and must be supported by an expense report with original receipts within 30 days of travel. If an expense report is not received within the specified time period, the applicant will be held personally liable for the return of funds.
- Applicant must return a completed Application and this Policy and Procedure document indicating that you have read and agreed to the above stated procedures () prior to receipt of grant funds.

(Please check here) I, the applicant, have read and agreed to the above stated procedures.

NAME & TITLE:

DATE: