

**TRAINING / TRAVEL UNDER ACT 101 903 GRANT  
PROGRAM REQUEST FORM INSTRUCTIONS**

In association with the Department's grant procedures and its rules and regulations governing travel, all grantees, including contractors, must obtain **prior** approval from the Department for training/travel and virtual training associated with work (for which reimbursement from the Department shall be sought) under either of the following circumstances: (1) the travel expenses exceed \$300; (2) the travel exceeds 300 miles from the applicant's normal place of work or residence. These expenses may include, but are not limited to, mileage, lodging, subsistence, transportation, and registration fees. **Exemption:** The annual conference and any training by Professional Recyclers of Pennsylvania (PROP) does not require this form for reimbursement, as all their classes are related to recycling.

For pre-approval of training and/or related travel expenses claimed for reimbursement under a 903 grant award, the grantee must submit via email a completed Training/Travel Request Form, which is available on the DEP Recycling Financial Assistance webpage under Act 101, Section 903, at [Financial Assistance \(pa.gov\)](#). This completed form shall be forwarded to the 903 Grant Program Manager in the Department's Central Office at least four (4) weeks before training/travel is to occur. The Department will complete its review and forward to the applicant, within fifteen (15) working days from receipt of the request, the approval/disapproval of the requested expenses. This decision will be indicated upon the Training/Travel Request Form, which will be returned via email.

When submitting these expenses for reimbursement, the 903 grant application **must** contain a copy of all invoices, receipts, and proof of payments associated with all applicable expenses.

**NOTE:** Travel costs are to be reimbursed in accordance with, and are not to exceed maximums prescribed in, the Department Travel Regulations, as set forth in Management Directive 230.10 of December 13, 2019, as revised.

**INSTRUCTIONS:** Complete Section A, then complete either Section B or Section C, as appropriate.

**Section A:**

1. The name of the County requesting the grant reimbursement should be entered under "COUNTY" (even if the applicant is an Authority, COG, contractor, etc.).
2. Enter the name of the official County Recycling Coordinator, who will be traveling or participating in virtual training as the representative of the County to the Department.
3. Enter the name of the County Recycling Coordinator's employer. This can be either a County, Authority, COG, contractor, etc.
4. Enter the street / box #, city, and zip code for the County Recycling Coordinator's place of employment.
5. Enter the telephone number for the County Recycling Coordinator's place of employment.

**Section B:**

1. Enter the date(s) of virtual training for which approval for reimbursement is sought.
2. Briefly describe the purpose of the training. Training must relate to a recycling venue to meet requirements for the 903 Grant reimbursement. Attach supporting documentation (agendas, etc.) as appropriate.

**Section C:**

1. Enter the date(s) of out of state training/travel for which approval for reimbursement is sought.
2. Enter the travel's starting and ending locations to include street/box #, city, and state (if different from PA).
3. Indicate the number of miles to be traveled, one way, from the travel's start and end points.
4. Check the method(s) of transportation to be used during travel.
5. Estimate the travel costs according to the categories listed.
6. Briefly describe the purpose of the training/travel (include the name of the training organization). Training must relate to a recycling venue to meet requirements for the 903 Grant reimbursement. Attach supporting documentation (brochures, agendas, etc.) as appropriate. Include information regarding whether meals are provided by the conference/training fees.