



COLLEGE OF AGRICULTURE AND LIFE SCIENCES

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<http://cals.arizona.edu/watershedsteward/>

MWS Travel Grant for Continuing Education

In consistency with University of Arizona Policy and to maintain status as a Master Watershed Steward, we ask that each volunteer complete at least **10 hours or 1 CEU** of water or watershed-related education and/or training each year. This continuing education unit (CEU) serves as a benchmark for proficiency among program participants. This requirement ensures that volunteers are informed about recent scientific findings, as well as recent changes within our watersheds. It is the responsibility of each Master Watershed Steward to obtain this knowledge, and use it to benefit their local watershed community.

MWS Travel Grants are a great opportunity to attend continuing education events throughout the state, depending on your interests and goals within the MWS Program. Travel grant reimbursements require that each recipient will develop a plan of action to implement watershed improvements, utilizing the knowledge learned at the continuing education event.

MWS Travel Grant Conditions

Lodging:

Stewards are required to find their own hotel accommodations for the continuing education event. In selecting a hotel, the University of Arizona travel policy must be followed. The link below lists reimbursable hotel rates for all areas within the state. Only the cost of the room and applicable taxes will be reimbursed, no additional charges (e.g., Internet) are allowed. For more information on allowable charges, please visit: <http://www.fso.arizona.edu/fso/deptman/14/1414lodg.html#allowable>.

Transportation:

Stewards are required to arrange their own transportation to and from the continuing education event. If you drive your personal vehicle, you are eligible for mileage reimbursement based on a set rate of 20 cents per mile. To ensure that you receive an accurate reimbursement, you must note the odometer readings at the start and end of the trip.

Event Registration:

All registration costs will be evaluated on a case-by-case basis. Unless fees are exceptionally high, full registration will usually be covered. However, membership fees, if required as part of the registration fee, are not reimbursable by the University of Arizona and it will be the responsibility of the Steward to cover these costs.





MWS Travel Grant Application

PLEASE PRINT CLEARLY

Name: _____ SSN: _____

Home Address: _____

City: _____ Zip: _____ Phone: _____

E-mail: _____

Current Job Title or Profession: _____

MWS Graduation County: _____ Graduation Year: _____

Title of Continuing Education Event: _____

Event Sponsor or Affiliation: _____

Type of Event (please check):

- Conference
- Field trip
- Seminar
- Talk
- Workshop
- Other: _____

Location: _____ Date: _____

Registration cost: \$ _____

Website or agenda if available online: _____

How did you hear about the event? _____





MWS Travel Grant Application, continued

PLEASE PRINT CLEARLY

Why does this topic and/or event interest to you?

How does this event relate to your goal(s) as a Steward?

How do you propose to utilize the information learned as a Steward?

I acknowledge that the University of Arizona and the Master Watershed Steward Program are not responsible for reimbursing 100% of my expenses to attend this continuing education event. However, based on the number of applicants and the distance required to travel to the event, the Master Watershed Steward Program will make every effort to offset the majority of costs incurred to attend the listed event. I also understand that if I receive a travel grant, I will be required to write a plan of action for using the knowledge learned to benefit the MWS Program and my local community; I will work with an MWS coordinator to ensure that my plan is implemented.

CEU Participant Signature: _____ Date: _____

