



## Purpose

---

The North Florida Economic Development Partnership Scholarship (NFEDP) program is designed to assist NFEDP members with expenses related to participation in economic development related events to include but not limited to conferences, summits, training workshops, certification programs, prospect recruitment, educational and other special events.

The Partnership considers all of these events as continuing education opportunities that assist NFEDP in increasing their economic development knowledge and networking with other economic development professionals. Examples include, but are not limited to programs offered through the Florida Economic Development Council, the International Economic Development Council, accredited colleges and universities, Enterprise Florida, Inc., DEO and other state agencies, Florida Chamber of Commerce and the National Chamber of Commerce. The Partnership does not intend to limit program choices, but rather to encourage individual growth and increase the overall knowledge of the region.

## Scholarship Criteria

---

- Membership in the NFEDP
- Currently employed by an Economic Development Organization within a member county, city or actively involved in economic development through work affiliation with a member city, county or regional office or;
- Sitting county commissioners within the 15 counties served by the NFEDP who actively pursue economic development as part of their ongoing duties.

## Scholarship Application

---

Eligible scholarship expenses include tuition/registration, lodging, travel, and meals. The application requires estimated expenses in order to manage the scholarship program budget. Completed applications should be completed and faxed or emailed to the attention of Natalie Reeder ([nsavoie@iog.fsu.edu](mailto:nsavoie@iog.fsu.edu)) or Shannon Walter ([swalter@iog.fsu.edu](mailto:swalter@iog.fsu.edu)) or (fax) 850/487-0041. Application and the required form (Exhibit K) to request reimbursement are attached. Exhibit K and supporting documentation **MUST** be completed and submitted to the staff identified above within 5 business days of the end of the attended event. The scholarship program is funded in part by the Florida Department of Economic Opportunity which requires Exhibit K and supporting documentation (hotel, toll, travel, etc.) receipts.



# NORTH FLORIDA

ECONOMIC DEVELOPMENT PARTNERSHIP

## Regional Rural Development Grants Program Scholarship Reimbursement Form

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

Email: \_\_\_\_\_

Date(s) Traveled: \_\_\_\_\_

Departed from: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Traveled to: \_\_\_\_\_ / Return Date: \_\_\_\_\_ Time: \_\_\_\_\_

Mileage Roundtrip: \_\_\_\_\_ (\*.445) = \_\_\_\_\_ or Airfare: \_\_\_\_\_

Hotel Room Rate: \_\_\_\_\_ (\*# of nights: \_\_\_\_\_) = \_\_\_\_\_

Tolls: \_\_\_\_\_ Parking: \_\_\_\_\_ Portage: \_\_\_\_\_

IEMO Registration Fee: \_\_\_\_\_

### Meals: (Breakfast \$6, Lunch \$11, Dinner \$19)

(Please note meals covered with the conference are not eligible for reimbursement)

Day One: \_\_\_\_\_ Breakfast \_\_\_\_\_ Lunch \_\_\_\_\_ Dinner \_\_\_\_\_

Day Two: \_\_\_\_\_ Breakfast \_\_\_\_\_ Lunch \_\_\_\_\_ Dinner \_\_\_\_\_

Day Three: \_\_\_\_\_ Breakfast \_\_\_\_\_ Lunch \_\_\_\_\_ Dinner \_\_\_\_\_

Day Four: \_\_\_\_\_ Breakfast \_\_\_\_\_ Lunch \_\_\_\_\_ Dinner \_\_\_\_\_

Day Five: \_\_\_\_\_ Breakfast \_\_\_\_\_ Lunch \_\_\_\_\_ Dinner \_\_\_\_\_

**Total:** \_\_\_\_\_

**Total Reimbursement Amount:** \_\_\_\_\_

Send Reimbursement Payable to: \_\_\_\_\_

Address/City/ST/Zip: \_\_\_\_\_

Signature of Applicant

Date

**Completed applications should be faxed 850.487.0041 or emailed to Natalie Savoie  
([Nsavoie@iog.fsu.edu](mailto:Nsavoie@iog.fsu.edu)) or Shannon Walter ([swalter@iog.fsu.edu](mailto:swalter@iog.fsu.edu)).**

3200 COMMONWEALTH BLVD. SUITE 7 • TALLAHASSEE, FL 32303 • PHONE: 850-487-1870 • FAX: 850-487-0041

A PARTNERSHIP OF BAKER, BRADFORD, CITRUS, COLUMBIA, DIXIE, GILCHRIST, HAMILTON, JEFFERSON,  
LAFAYETTE, LEVY, MADISON, PUTNAM, SUWANNEE, TAYLOR AND UNION COUNTIES

The scholarship program is funded in part through the Florida Department of Economic Opportunity  
Regional Rural Development Grant and NFEDP Corporate Partners.





# NORTH FLORIDA

## ECONOMIC DEVELOPMENT PARTNERSHIP

Instructions for compiling and submitting a reimbursement request. REIMBURSEMENT **must be submitted within 5 business days from the end of the event.**

Checklist for completing “Exhibit K”:

1. Must provide a copy of registration confirmation **and** proof of payment
2. Event Agenda
3. Toll Receipts (if this applies)
4. Time of departure and time of return to home base
5. Summary completed with brief explanation as to how travel builds professional capacity (*Exhibit K is in excel format. The referenced statement/summary is on line 24 of the form. Click on the block and type the statement in the space just below the tool bar.*)
6. Cab, Taxi or car service (If transportation was provided during the event- personal travel will not be reimbursed without written justification.
7. Hotel Receipt (Only hotel and applicable taxes will be reimbursed. Please draw a line through any charges other than nightly rate + taxes and deduct from total.)
8. How you traveled: via airfare, rental car, company (state, city or county) vehicle, car pool or personal vehicle. \*\* If you drive personal car please list map miles (city to city) and vicinity (inside city) miles separately in the appropriate columns on Exhibit K. Use [www2.dot.state.fl.us](http://www2.dot.state.fl.us) to determine map miles if city is not listed-use MapQuest. Rate of reimbursement is .445 per mile.
9. Meals: If meals were provided during the event – you will **not** be reimbursed. Otherwise, Breakfast is \$6.00 daily, Lunch is \$11.00 daily and Dinner is \$19.00 daily. (On the return day home, you are eligible for per diem depending on the time you return. If meals were provided this day, they will need to be deducted from per diem amount based on the rates above.

