

Non-APAAC Seminar
Funding Request Procedure

1. Funding may be requested to cover the registration fees and travel expenses for prosecutors and staff to attend Non-APAAC seminars. Offices may request funding to send multiple people to the same seminar.
2. Please make funding requests prior to the seminar.
3. Requests must be submitted by a supervisor or other designated person within an office. This is to avoid the possibility of a person requesting funding for themselves without his/her supervisor first approving their attendance at the seminar.
4. Requests must be in writing, and may be submitted electronically, by mail, or via fax. Please only submit a request in one way (e.g., do not fax and also mail a funding request).
5. Requests should contain the following information:
 - a. Name of attendee
 - b. Title, dates, and location of seminar
 - c. Seminar announcement (if request is submitted electronically, a link to the seminar announcement is sufficient)
 - d. Estimate of costs, including the seminar registration fee and travel expenses.
6. Once APAAC has received the required information regarding the funding request, the requesting person will be notified via email within three working days regarding whether the funding is approved.

2/24/11