

MEMORANDUM

From: Zac Adelman, LADCO Executive Director
To: Air Directors and training coordinators for the state air agencies in Illinois, Indiana, Michigan, Minnesota, Ohio, and Wisconsin
Date: August 1, 2024
Subject: LADCO support for state meetings and training-related travel

The US EPA provides an annual grant to the Lake Michigan Air Directors Consortium (LADCO) to support technical and policy capacity building in our member state air programs in Illinois, Indiana, Michigan, Minnesota, Ohio, and Wisconsin. Approved uses of these grant funds include travel expenses to attend both in-state or out-of-state trainings, conferences, or meetings; meeting expenses for hosting training sessions in the LADCO region; and supplies for supporting training activities in the LADCO member states. Meeting or training expenses may include instructional service fees, supplies, fees for site visits, or refreshments, including lunches.

For the LADCO FY24-25 grant period, which covers October 1, 2023 through September 30, 2025, each LADCO member state has an annual training budget of \$65,000 per year, or a total of \$130,000 for the two-year grant period. These funds may be used at the discretion of the state air program director for any of the approved uses described above, and use of these funds must be approved in advance by an air program supervisor and the LADCO executive director.

The LADCO Office Manager, Catherine Heath (heath@ladco.org), is the point of contact for travel support from LADCO. The following guidelines should be followed when requesting training and travel support from LADCO:

- The state air program training coordinators should be the primary point of contact for facilitating the use LADCO training grant funds. All funding requests should be made through the training coordinator, and the training coordinator shall be responsible for obtaining the required approvals and for monitoring the available training grant funds allocated to the state
 - The use of the travel funds should be pre-approved by a state air program supervisor before requesting funding support from the LADCO training grant
 - Approved expenses include airfare, rail tickets, ground transportation, parking, car rental, accommodations, meal costs, facility rental, conference/meeting registration fees, instructional service fees, training session supplies, state training program supplies, printing, and other items incidental to training programs, training sessions, or meetings.
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- Prohibited expenses include equipment (items that cost >\$5,000), supplies not related to the training event, alcohol, gifts, awards, and extraneous marketing materials (i.e. SWAG).
- State staff have the option of either making travel or training arrangements for themselves and requesting reimbursement for expenses after the travel/training has concluded, or they can request that LADCO make arrangements and pay for expenses in advance using the available training grant funds.
 - If state staff choose to pay their own expenses and request a reimbursement, the [LADCO expense report](#) should be used to document and submit their approved out-of-pocket expenses. Itemized receipts are required for all non-meal expenses over \$10. LADCO will only reimburse expenses that were pre-approved by a state air program supervisor and by the LADCO executive director. Receipts are not required for meals. Alcohol may not be included in meals that are eligible for reimbursement requests.
 - If state staff would like LADCO to arrange travel/training in advance, the [LADCO travel request form](#) must be used and approved by a state air program supervisor before being submitted to LADCO. This form should be submitted no later than two weeks before the requested training/travel. Meal expenses for state staff traveling to trainings or meeting cannot be pre-paid by LADCO. Approved, out-of-pocket expenses, such as meal costs, can be submitted for reimbursement using the LADCO expense report.
- To use the LADCO training grant to support expenses for in-person training events and meetings within the LADCO region, the state training coordinator should work with the LADCO office manager during the planning stage of the event to identify allowable expenses that can be charged to the grant. The LADCO training funds can be used for venue rentals, food and refreshments, printing, supplies, and other items incidental to the event. The [LADCO non-travel expense form](#) must be used and approved by a supervisor before being submitted to LADCO.

If you have any questions concerning this memo, please contact the LADCO Executive Director (adelman@ladco.org). If you need assistance with travel or training event planning, please contact Catherine Heath (heath@ladco.org).