

ACUA Faculty “Training for Travel” Instructions

The ACUA Training for Travel Program agreement can be used by ACUA Member Institutions to engage a member of the ACUA Faculty to provide training to the member institution in exchange for the cost of the Faculty’s travel expenses. Note that faculty members may require an honorarium in addition to reimbursement of travel expenses. This will need to be arranged separately between the faculty member and the host institution.

The Host of ACUA Training for Travel Events is responsible for the following:

1. Complete Sections 1 and 2 of the attached form.
2. Provide the form to the ACUA Faculty member that has been selected for the presentation and request that he/she complete Sections 3, 4 and 5 of the form.

If CPE is requested for the training, the NASBA Details section of the attached form must also be completed by the Faculty member.

Host agrees to pay ACUA \$65 per participant for the event when CPE is requested. For groups of 7 or more participants, the host agrees to pay ACUA a group rate of \$400.

3. After both parties have completed and signed the agreement, please send the form to:

ACUA Executive Office
4400 College Blvd., Suite 220
Overland Park, KS 66211
ACUA-info@kellencompany.com

4. Host is responsible for coordinating the event and making all of the arrangements with the presenter.
5. If requesting CPE, the host is required to use a sign in sheet containing the following information to verify participation at the event:

Title of the Event, Date of the Event, Hours of the Event, Printed name, email address, and signature for each participant.

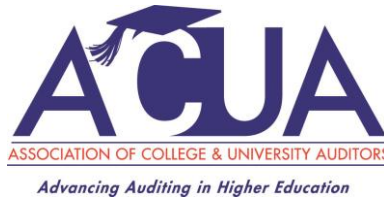
6. Signature sheets along with payment of \$65 per participant or \$400 for groups of 7 or more participants, and one copy of the course materials must be submitted to the ACUA Executive Office within thirty (30) days of completion of the program.

ACUA is responsible for the following:

1. Providing CPE for the event (upon request) at a rate of \$65 per person or \$400 for groups of 7 or more participants.
2. Drafting and administering an evaluation to course participants listed on the sign in sheet submitted by the Host.
3. Providing CPE certificates to all participants who complete the evaluation.

Questions?

Please contact the ACUA Executive Office at 913/222-8663 or ACUA-info@kellencompany.com
ACUA Training for Travel Agreement – Return to ACUA Executive Office – 4400 College Blvd, Suite 220,
Overland Park, KS 66211 | ACUA-info@kellencompany.com



ACUA Faculty “Training for Travel” Agreement

This form is an agreement between the ACUA Faculty member and the ACUA member organization (“Host”) for a “Training for Travel” engagement. The ACUA Faculty member provides training to the member institution in exchange for the cost of the Faculty’s travel expenses.

If CPE will be issued for the training, please complete the **NASBA Details** section and send a copy of the completed agreement to ACUA. Host will pay ACUA \$65 per participant or \$400 for groups of 7 or more participants, and supply ACUA with participant sign in sheets and one copy of the course materials no more than thirty (30) days after the conclusion of the training.

TO BE COMPLETED BY HOST

SECTION 1: HOST INFORMATION

Name _____

Title _____

University/Company _____

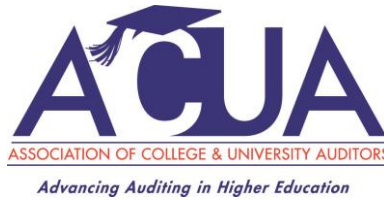
Address _____

City _____ State _____ Zip _____

Country _____

Preferred Contact Phone _____

E-Mail (required) _____



SECTION 2: PRESENTATION REQUESTED

Date(s) of Engagement: _____

Starting and Finishing Times of the Engagement: _____

Topic of Presentation: _____

Estimated Number of Participants: _____

TO BE COMPLETED BY FACULTY

SECTION 3: FACULTY INFORMATION

Name _____

Title _____

University/Company _____

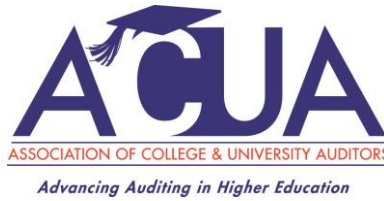
Address _____

City _____ State _____ Zip _____

Country _____

Preferred Contact Phone _____

E-Mail (required) _____



Speaker Biography Write in paragraph format and limit to 200 words.

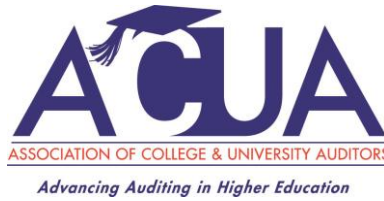
SECTION 4: TRAVEL ARRANGEMENTS

Travel Estimates:

List the estimates for travel and a total not to be exceeded for total reimbursement.

Airfare or Other Transportation	
Lodging	
Meals and Incidentals	
Parking/Shuttle/Taxi	
Other (describe below)	
Total:	

Notes:



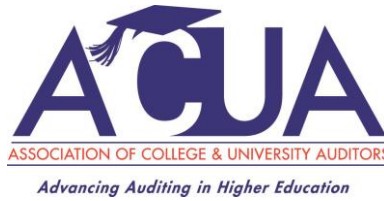
SECTION 5: PRESENTATION DETAILS

Course Description Write in paragraph format.

Learning Objectives: Complete this statement with the objectives listed below.

“Upon completion of this program participants will be able to...” (Please use measurable action verbs such as "assess, complete, evaluate, develop, write, etc.” Please to do not use words such as "learn, understand, hear, see.”)

- 1.
- 2.
- 3.



NASBA Details: Please complete the following information. (Required to comply with NASBA guidelines for CPE issuance.)

Field of Study: *(Usually Ethics or Auditing; refer to NASBA Guidelines for additional fields)*

Advance Preparation: *(If none – state this)*

Prerequisites: *(If none – state this)*

Cost: Reimbursement of travel expenses *(Training for Travel Program)*

Number of Credits: *(One credit for every 50 minutes of instruction time and must also state - “In accordance with the standards of the National Registry of CPE Sponsors, CPE credits have been granted based on a 50-minute hour.”)*

SECTION 6: SIGNATURES

By signing below, the parties agree to the terms outlined in this agreement.

HOST

FACULTY

Name (Printed)

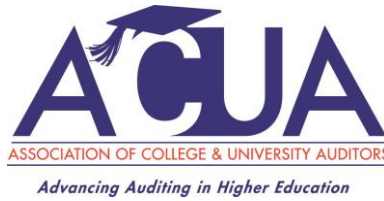
Name (Printed)

Name Signature

Name Signature

Date

Date



ADMINISTRATIVE USE ONLY

Date Sign In Sheet Received: _____

Date Payment Received: _____

Participants x \$65 = \$_____ or Groups of 7 or more Participants = \$400

Date Evaluation link sent to participants: _____

Date CPE certificates issued: _____