Congratulations! You have been awarded a Movement Journalism travel scholarship to attend the Allied Media Conference!

Your award amount is:

In exchange for this scholarship, we ask that you attend at least 3 sessions of the Movement Journalism track (there are 8 session blocks). You are also invited to attend the Media Consortium Network Gathering on Thursday, June 14, which will include a day-long conversation about movement journalism.

Here are your next steps:

1. Please let us know right away if you will accept this award. Email joellen.tmc@gmail.com

2. Take care of AMC registration, housing and travel now. This url will guide you through the process. We have also pasted all the instructions below.

<https://docs.google.com/document/d/1Bu3XHdTWH4BucuPzzKOco6lmhxSXe51ybon4cp6NfLo/edit>

We are so excited that you will be joining us for this track. If you have any further questions, don’t hesitate to check in with one of us!

Jo Ellen Green Kaiser, joellen.tmc@gmail.com

Lewis Wallace,

**For travel scholarship recipients:**

**- Register for the conference via** [**the AMC website**](https://www.eventbrite.com/e/allied-media-conference-2018-tickets-42055136044)**.**Registration is $75/person. We can reimburse you for this cost, please see reimbursement instructions below.

- **Get your housing sorted.** If you asked for housing support, the scholarship grant amount assumes $225/four nights which is the cost of the AMC dorm housing. This housing is going fast so act now. <https://docs.google.com/document/d/1Bu3XHdTWH4BucuPzzKOco6lmhxSXe51ybon4cp6NfLo/edit> Document all your expenses and keep receipts (Again, reimbursement instructions below.)

**- Book your travel.** Document your expenses. Your grant is based on the cheapest cost of travel (in some cases, airfare was cheaper than driving). If you are driving/carpooling, we will reimburse you at the rate of $0.54/mile or documented gas/food expenses, whichever is lower. (*Reimbursement instructions below).*

If paying for airfare out of pocket isn’t feasible for you, we can book tickets on your behalf and pay out of our track’s fund. Email movementjournalism@gmail.com with your travel info to get that process started.

**For your reimbursed expenses, fill out the** [**Movement Journalism Track reimbursement form.**](https://docs.google.com/forms/d/e/1FAIpQLSclavkTCXP9vzBdr-Avrg2EZKckHoAg3f0aiA5Ii_Jtvdv0TA/viewform?usp=sf_link) **We require** **documentation** for expenses, and processing payments can take 10-14 days. Please email documentation of your expenses (scans or clear photos of receipts, screenshots, etc.) to movementjournalism@gmail.com so we can submit these along with your reimbursement requests.

**Important Reimbursement Processing Deadlines:**

**May 31, 2018:​** Final day to submit payment requests to be processed prior to the Allied

Media Conference.

**August 31, 2018:​** ​Final day to submit payment requests for expenses related to

AMC2018.

**June 13 - June 22, 2018​:​** The AMP office is closed during the week of the AMC and the week following the conference.