

NATIONAL URBAN SQUASH + EDUCATION ASSOCIATION

Staff Travel Fund

NUSEA encourages the staff members of our member programs to visit one another to learn and further develop relationships across organizations. To offset travel costs, NUSEA has established a travel fund that will subsidize up to \$300 per trip – the first \$100 is covered in full, and costs thereafter are split between the visiting staff member's program and NUSEA.

In order to be eligible for a travel subsidy, staff members must commit to spending a full workday with the host program and to completing the report on the following page for NUSEA and the host program to review.

In order to be eligible for the subsidy, applicants must make a request to NUSEA in advance of the scheduled trip. Due to limited funds, please note that staff members may be held to one trip per year.

Requirements of staff members who are approved to access the Staff Travel Fund during their visits include:

- spending the full workday with the host program
- going to lunch with your staff counterpart from the host program
- meeting individually with two additional staff members
- attending the full 3-hour afternoon squash and academic session
- actively volunteering for at least half of the 3-hour afternoon session

Those who are approved to use the Staff Travel Fund are required to submit the one-page report on the visit within 14 days of concluding the visit. NUSEA will reimburse the staff member's program of costs after the post-visit report has been submitted and after electronic receipts and a summary of costs (on a spreadsheet) have been submitted.



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Name:

Home program:

Site visit host program:

Site visit date:

1. What were your initial goals in participating in this site visit? Do you feel that your experience during the visit helped you meet some of these goals?
2. Please describe your activities during your visit. Who did you meet with? What program sessions did you observe?
3. What elements of your host program stood out to you? Please explain any highlights or valuable lessons learned from your visit.
4. What were some differences between your home program and the host program you visited?
5. In reflecting on what you learned during this visit, what are some action steps you will take in returning to your home program?
6. Please provide any other thoughts or general feedback about your visit.