



MARAMA

Mid Atlantic Regional Air Management Association, Inc.

A COMPLETE GUIDE TO COMPLETING MARAMA'S SUPPORT REQUEST FORM

*This guide offers step-by-step instructions for requesting travel support from MARAMA. Please review it thoroughly before filling out the form. Refer to this guide as you complete the form. For further questions, contact Naya Ike (nike@marama.org) or Larissa de Oliveira (training@marama.org). Ensure your request is submitted correctly the first time, as errors may lead to **denial of support**.*

TRAVELER/ATTENDEE CONTACT

- The support request form should be completed by a supervisor. It CANNOT be completed by the traveler requesting support
- Input the contact details for the traveler
- Please only submit the form for ONE traveler at a time

AGENCY

- Select the agency that is requesting support

EVENT/CONFERENCE INFORMATION

- If the meeting/conference is only for one day, input the same date for “start date” and “end date”
- Enter the city and state which the conference/meeting is taking place in the standard format (City, State: New Orleans, LA)
- Requesting support for a virtual workshop? Input “ONLINE” as the location

SUPPORT REQUEST

- You will be asked a YES or NO question to indicate the categories which you are requesting support
- Select all the categories you will be requesting support for and provide a price breakdown in the following question—follow the example shown on the form for the correct format
- Please ensure you check the [GSA per diem rates](#) for the location of the conference/meeting, for which support is being requested, is taking place. This link will also be included on the form.
- **Meals:** MARAMA will not reimburse for meals above the per diem

- **Hotel:** When listing hotel nightly rates, do not include taxes OR indicate the taxes and fees separately. MARAMA's reimbursement will include taxes and fees; we just need to ensure the hotel rate is within the GSA per diem.
- **Mileage:** You can calculate the mileage dollar amount by checking the IRS website linked below. <https://www.irs.gov/tax-professionals/standard-mileage-rates> Please provide your best estimate.

AGENDA

- Most conferences have their agenda online, please copy and paste the URL in this section
- If you need to upload additional files or if there is no website for the agenda, please upload the PDF, DOC, or spreadsheet to the SharePoint link. Each file will be removed from the public folder immediately after uploading to ensure your privacy.

AIR DIRECTOR/REPRESENTATIVE CONTACT

- Input the contact information of the supervisor (the person who is completing the form)
- Is there an assistant or alternate staff member that needs to be kept informed on the support request? Put their email in the "secondary email" section
 - We will include this email in future correspondence concerning the support request
 - **If there are multiple addresses, separate them with a semicolon. For example: email1@example.com; email2@example.com.**

Great! You have finished completing the form, what next?

Both the traveler and supervisor will receive an email indicating if the support request has been approved or denied.

- If the request is **approved**, GREAT! No further action needs to be taken until after the event. Visit the [Travel Reimbursement](#) tab on the MARAMA website for information on submitting a travel expense voucher.
- If the request is **denied**, you will receive an email explaining why. Unfortunately, you will have to complete another support request form. Be sure to follow instructions closely to prevent this from happening.