

PERSONAL IMPACT SPEAKER SERVICES CONTRACT

The **[Grantee Name]** Safe Communities Toward Zero Deaths (TZD) Coalition is contracting with **[speaker name]** to provide a personal impact presentation about a motor vehicle crash in which he/she was injured, or in which a loved one was killed or injured, and how it impacted their life and the lives of others.

Presentation: **[date]** – **[time]** – **[location]**

Audio/Visual/Other will be provided by:

ITEM	SPEAKER	HOST AGENCY
Computer		x
Projector		x
Screen		x
Audio (microphone, speakers)		x
Flash drive or email of presentation	x	

Up to **\$500** has been set aside to reimburse the presenter for actual in-state travel costs according to the Commissioner's Travel Plan as follows:

- Personal vehicle mileage at the IRS approved rate of \$.655 per mile.
- Parking fees with receipts
- Meals, under the following conditions:
 - Breakfast if leaving home before 6:00am or if away from home overnight up to \$10.00.
 - Lunch if in travel status more than 35 miles away from office or if away from home overnight up to \$13.00.
 - Dinner if speaker cannot return home until after 7:00pm or are away from home overnight up to \$19.00.

Host Agency:

[Grantee Name]

[Phone Number]

[Email]

Signature

Date

Presenter: [First and Last Name]

Address: _____

Social Security Number: _____

Signature

Date