

Approved

Denied



## REQUEST TO ATTEND MEETINGS AND CONFERENCES

Division of Instruction and School Administration

10910 Clarksville Pike

Ellicott City, MD 21042

2021-2022

### Application

1. The completed application must be submitted to the employee's principal/supervisor for review and approval.
2. The signed form must be scanned and emailed to the Article 13 Committee at [Article13@hcpss.org](mailto:Article13@hcpss.org) by the applicant at least 20 working days prior to the professional meeting. Exceptions will only be made for meetings that fall at the beginning of the school year.
3. Application deadlines will be the 15<sup>th</sup> and 30<sup>th</sup> of each month, or, the following weekday if those dates fall on a weekend.
4. An application will not be considered if three (3) teachers in a building are already scheduled for attendance at professional meetings/conferences on the day(s) requested. This provision eliminates multiple absences at a single site and ensures that, if possible, learning is shared instead of sending more than three employees to one conference.
5. Requests for days/funds are considered biannually. Explanation: You can receive both days/funds in one request in one year, or, you can divide the request and submit days and funds separately in one year. If you received days last year, you can request funds this year. If you received funds last year, you can request days this year.
6. If illness occurs from travel, neither HCPSS nor HCEA will be responsible. If you cancel your approval, you must let Article 13 know so the funds can be redistributed. If you neglect to inform the committee, the record will continue to indicate your Article 13 usage and may make you ineligible for approval next school year.
7. The Article 13 Committee will review the application and forward its recommendation to the appropriate Performance, Equity, and Community Response Officer for a final decision.
8. The Performance, Equity, and Community Response Director will return the application to the applicant by pony or email.
9. Your reimbursement will not exceed your approved amount.

### Meeting Information

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Date of Meeting: \_\_\_\_\_ School/Assignment: \_\_\_\_\_

Number of sub days being requested: \_\_\_\_\_ Place meeting will be held: \_\_\_\_\_

Name of organization sponsoring meeting: \_\_\_\_\_

Consult <https://www.gsa.gov/perdiem> to determine travel/mileage/meal rates.

- o Registration: \$ \_\_\_\_\_
- o Travel: \$ \_\_\_\_\_
- o Hotel: \$ \_\_\_ per night x \_\_\_ nights = \$ \_\_\_\_\_
- o Food: \$ \_\_\_ per day x \_\_\_ nights = \$ \_\_\_\_\_
- o Total: \$ \_\_\_\_\_

### Anticipated Meeting Outcomes

1.State the purpose of this meeting:

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2. Describe how you foresee sharing this meeting improving instruction:

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3. List any other source(s) of financial assistance, including amounts, or sub days which you are receiving for this meeting:

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4 List any funding and/or sub days for which you received Article 13 compensation for meetings last school year.

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**Acknowledgement**

By submitting this application, I understand and agree to the following:

1. My application is accurate and complete. Failure to complete honestly and accurately may result in the loss of current or future funds.
2. My completion and submission of an application does not automatically grant approval, in full or part, of my request.
3. I understand that my request may be denied based upon the needs of the school on the requested days.

Applicant’s Signature \_\_\_\_\_ Date \_\_\_\_\_

**Disposition**

*My/Our signature signifies that I/we have reviewed this application and believe the information to be accurate, complete, and for the purpose described.*

\_\_\_\_\_  
Principal/Supervisor Date

\_\_\_\_\_  
Article 13 Committee Date

\_\_\_\_\_  
Performance, Equity, and Community Response Director Date

**NOTE: If the application is denied at any point, an explanation must be provided below:**

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Need Help?

Submission Inquiries:

- HCEA office: [elemaire@mseanea.org](mailto:elemaire@mseanea.org)

Article 13 Questions:

- Jennifer Brown-Whale (Jennifer [Brown-Whale@hcpss.org](mailto:Brown-Whale@hcpss.org)) Art. 13 co-chair
- Cindy Waugh ([Cindy\\_Waugh@hcpss.org](mailto:Cindy_Waugh@hcpss.org)) Art. 13 co-chair

Reimbursement Questions:

- Expense Report Directions: <https://hceanea.org/wp-content/uploads/sites/14/2017/01/Article-13-How-to-create-an-expense-report.pdf>
- Workday Expense Report Complications: Central Office (410-313-6600) extension 7004, option 7, then option 4.