

Approved

Questions/Concerns: elemaire@mseanea.org

Denied



REQUEST TO ATTEND MEETINGS AND CONFERENCES

Division of Instruction and School Administration

10910 Clarksville Pike

Ellicott City, MD 21042

2019-2020

HCEA ESP, Article 12.2 Application

1. The completed application must be submitted to an applicant's principal/supervisor for review and approval at least 16 calendar days prior to the conference.
2. Upon receipt of the principal's/supervisor's signature, the applicant must scan and forward the request to the Article 12.2 Committee at Article12@hcpss.org
3. Application deadlines will be the 15st and 30th of each month, or, the following weekday if those dates fall on a weekend.
4. You cannot submit for hotels if your PD is within 50 miles of your work site unless you are going to Washington, DC.
5. The Article 12.2 Committee will review the application and forward its recommendation to the appropriate **Performance, Equity, and Community Response Officer** for a final decision.
6. **The Performance, Equity, and Community Response Director** will return the application to the applicant by pony mail.
7. Your reimbursement will not exceed your approved amount.

Activity Information

Name: _____ Position: _____

Date(s) of Conference: _____ School/Assignment: _____

Place activity will be held: _____

Name of organization sponsoring activity: _____

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

Registration: \$ _____

Travel: \$ _____

Hotel: \$ _____ per night X _____ nights = \$ _____

Food: \$ _____ per day X _____ days = \$ _____

Total \$ _____

Anticipated Activity Outcomes

1.State the purpose of this activity:

As of November 2019

HCEA

2. Describe how you foresee sharing this activity improving your current job:

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

4. List any funding, or days, which you received from Art. 12.2 last year for the same or a similar activity:

Signature of Applicant _____

Acknowledgement

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

1. My application is accurate and complete. Failure to complete honestly & 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.

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 12 Committee

Date

Performance, Equity, and Community Response Officer

Date

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

Article XII Travel Tips:

1. The paperwork must be submitted and approved prior to the conference or PD you are attending.
2. You cannot request more reimbursement than what your Article XIII paperwork approved.
3. You may ask for funds as well as sub days.
4. No travel outside the country, or travel to Alaska, or Hawaii will be approved
5. Hotels will not be provided for conferences under 50 miles.
6. Forms need to be submitted by the 15th of each month, so make sure you leave enough time to get your paperwork approved prior to your conference.
7. Spend the time prior to your trip calculating your expenses.
8. Remember to keep all of your itemized receipts; consider taking pictures of your receipts for your records.
9. Alcohol charges will not be reimbursed.
10. If you have any questions, you can contact:
 - a. Workday Expenses and Report Issues extension 7004, option 7, then option 4.
 - b. Teri Dennison (Teri_Dennison@hcpss.org) Art. XII co-chair