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Memorandum

To: Brockton Public Schools Staff Members

From: David H. Kimball
Senior Director of Administrative Services *DHK*

Date: October 15, 2001

RE: **ARTICLE XXXVI OUT-OF-STATE TRAVEL EXPENSES**

The following forms must be completed in full for reimbursement of any approved travel expenses to be paid as per Article XXXVI of the current agreement between the Brockton School Committee and the Brockton Education Association. Once completed all forms must be forwarded to the Accounts Payable Office, Crosby Administration Building (43 Crescent Street, Brockton, MA).

1. **TRAVEL VOUCHER** (current approved form available from school secretary)
2. **OUT-OF-STATE TRAVEL REQUEST** (current approved form available from the Brockton Education Association)
3. **LETTER OF APPROVAL** (from the Brockton Education Association regarding the approved amount of reimbursement)
4. **ALL ORIGINAL RECEIPTS** (for air fare, hotel, registration fees, food, parking fees and/or associated transportation costs)
5. **NON-REIMBURSABLE EXPENSES** (including gratuities, liquor and personal phone calls)

The reimbursement procedure under Article XXXVI will be stalled by failure to submit completed forms with original forms and receipts. The entire packet for reimbursement will be returned to you, if any of the above are missing or incomplete.

Thank you for your attention and assistance in the above matter.

BROCKTON EDUCATION ASSOCIATION - ARTICLE 36
COMMITTEE GUIDELINES AND APPLICATION REQUIREMENTS
FOR OUT-OF-STATE CONFERENCES AND CONVENTIONS

In accordance with the terms of Article 36 of the Agreement between the Brockton School Committee and the Brockton Education Association, a screening committee has been established to review applications and select individuals eligible for funding. The committee consists of: Brian Rogan, Kennedy, Administrative Chair; Lisa Villani, South Jr. High; Vernice Smith, BHS; Paul DeLorie, Deputy Superintendent's Office; Eligijus Suziedelis, Superintendent's Office; Kathleen A. Sirois, Human Resources Office.

The following are guidelines and application requirements:

1. Records will be kept and treated as public record.
2. Equal consideration will be given to applicants.
3. The sum of \$20,000.00 is allocated for out-of-state travel for educational conferences and conventions. The committee shall allocate 50% of the funds for September-December, and the remaining 50% for January-May 1st. All funds, by contract, must be allocated by May 1st.
4. Requests for retroactive funding may be considered if there is a balance in the Article 36 account at the end of the time-frame.
5. A maximum number of four (4) teachers will be awarded grants to attend any one single conference. In general, consideration will be given to allow one person from each level in the school system to attend a particular conference.
6. The committee may ask applicants to make formal presentations of their request for funding to the members of the committee.
7. The committee may grant partial and/or full grants toward conference expenses.

APPLICATION REQUIREMENTS

1. Applicants are required to fill out the "Article 36 Form" and the "Out-of-State Travel Request Form" (both sent to Article 36 chairman), and the "Professional Day Request Form" (sent to the Human Resources Office.) Applications must be submitted 6 weeks prior to conference/workshop.
2. These applications can be obtained from building representatives and BEA Office.
3. Applicants shall include a brochure describing the convention or conference.
4. All materials shall be sent to: **Lisa Villani, South Middle**
5. The Article 36 Committee will pay the first \$50.00 of the registration fee and \$30.00 towards special programs offered at the conference or convention.
6. A maximum of \$100.00/day will be allowed for room and meals.
7. Individuals may list airfare or .345/mile for auto costs.(50% of travel costs will be considered)
8. A maximum of \$20.00 for ground fare will be allowed.
9. Individuals should be a member of the organization sponsoring the convention.
10. The maximum amount allowed will be \$900.00.
11. All trips will be within the Continental United States.
12. After the convention, recipients must fill out a "Travel Expense Voucher" and "Out of State Travel Request" form and send it, with original receipts, to the Accounts Payable Office in order to be reimbursed.

Date Received _____

APPLICATION FOR ARTICLE 36 ENDOWMENTS

Date _____ Name _____
(Please print)

Position _____

Location _____ Telephone extension _____

Conference / Convention that you plan to attend: _____

Do you need a substitute? _____ How many days? _____

Date(s) of Conference _____ Location _____

Anticipated expenses: LODGING _____
 MEALS _____

	TRAVEL	_____
	TOTAL REQUEST	_____

What is your purpose in attending the conference / convention? _____

Are there any other out of state conferences being conducted this year which would satisfy your purpose? If yes, please explain. _____

Have you ever applied for Article 36 funding in the past? _____

Have you ever received Article 36 funding in the past? If yes, list the name and date of the conference and amount received. _____

Are you a member of the professional organization which is hosting the conference? _____

How long have you been a member? _____

Give specific examples of professional activities in which you are involved that contribute to professional improvement. _____

How long have you been employed by the Brockton Public Schools? _____

How is the City of Brockton going to benefit from your attendance at the conference or convention? _____

Brockton Public Schools Out of State Travel Request Form

Name : _____ Date: _____
(Please print)

School and/or department: _____

Name of conference, visitation, or meeting: _____

Location of event: _____

Dates of attendance: _____

Hours of Conference, Visitation or Meeting: _____

Departure (Date and Time): _____

Return (Date and Time): _____

FEES - A travel voucher must be submitted to Accounts Payable for reimbursement of expenses.

Registration (Membership fees not paid by School Dept.) _____

Lodging _____

Meals _____

Mileage (Estimate at 34.5 cents/mile) _____ miles _____

TOTAL COST _____

NOTE: A copy of the conference bulletin is to be attached to the request.