

REQUEST FOR CONFERENCE ATTENDANCE/TRAVEL ARRANGEMENTS

- A. The Request for Conference Attendance/Travel Arrangement eform is to be completed in HSeIS by anyone who would like to or has been recommended to attend a conference, training, seminar, or workshop outside of the Head Start of Greater Dallas agency, whether local or out-of-town. The form is located under the Training tab. Those who complete this form are requesting that the registration and travel and lodging fees associated with attending the event (if applicable) be paid for with Head Start training funds. It is also notification to the Staff Development department that training hours for the conference dates need to be entered on their behalf.
- B. If the training event will require the purchase of a plane ticket or other commercial transportation method, the employee must be sure to include their date of birth where indicated on the form.
- C. Requests for training events must be received by the Staff Development no later than 30 days prior to the event start date to allow adequate time for processing the request and ensuring that the payment is received by the vendor prior to the event start date. Requests submitted in a shorter window of time than this could possibly be rejected or may not be processed in time for payment to be received before the start date of the event. The Staff Development department will not be responsible for missed registration deadlines or delay in the vendor receiving payment for requests that are not submitted in a timely manner.
- D. All requests must be accompanied with supporting document attachments such as event details, registration information, brochures and special registration requests. This information will provide us with details about the registration process, registration fees and the dates of the training event. The request cannot be processed without this information. It is the requesting staff member's responsibility to ensure that details about the training/conference is received with their form.
- E. The Staff Development department must be notified if the employee has already registered themselves but still needs the registration fee paid. This will eliminate duplicate registrations. The Staff Development department should also be notified if the employee has already registered and there is no registration fee required. If the employee registered themselves for an approved conference or training and receive an invoice, they must forward or deliver the invoice to the Staff Development department for payment request processing.
- F. Once the request form has been received with the supporting documentation, it will be approved. Then, Staff Development will complete the registration, if necessary, and submit a check request to the Finance Department to cover the registration fees.