

The purpose of ELLevate! Travel Funds is to support Denton and Braswell High School educators who wish to improve their skills as practitioners and scholars. These funds must be used to prepare presentations and cover expenses to attend local, state, and national conferences that address the needs of English language learners.

I. General Requirements

- Must be employed at Denton High School or Braswell High School.
- Must be Tier 3, Tier 4, or Summer Institute participant.
- Must not have received travel funds in the current or previous year.
- Attendance to conference must be endorsed by Principal or Assistant Principal.
- Travel must be take place between September 1st and August 8th of the academic year enrolled.
- Must demonstrate benefit of conference/event/attendance, to school in serving English language learners.
- Must include a brief plan for disseminating knowledge or skills acquired in conference/ event/ attendance among campus colleagues.
- Travel can be before or after application. Funding will not be provided until after ORIGINAL receipts have been received after the trip.

II. Application for travel funds – Submit the following documents to the Ellevate! office:

- Complete *ELLevate! Travel Fund Application* with Principal or Assistant Principal signature include:
 - Conference brochure or schedule
 - Presentation acceptance notification, if applicable

III. Reimbursement Requirements

- Submit *Travel Reimbursement Request Form* within 30 days of travel but no later than August 20th.
 - Include certificate of attendance/participation
 - Submit all original receipts (conference registration, airfare, hotel, parking, ground transportation, meals, etc.) Use Google maps to document mileage which will be reimbursed at the GSA mileage rate in effect when travel occurred.

Note: Ten (10) awards will be given each year for up to \$1000 each, starting September 1st until August 20th, on a first-come first-serve basis, which includes three (3) to attend conferences and seven (7) to present.

Application will be accepted from September 1st until August 8th or until all funds have been awarded.

Please mail or submit in person these requirements by the deadline.