

WPWP Conference Travel Policy

Travel requests will be approved by the Managing Director on a first-come-first-served basis not to exceed the budget. Written requests should be made on the Request for Conference Travel Assistance form provided by WPWP and sent to the Managing Director. Reimbursement amounts may vary depending upon the expenses of each conference, the number of Fellows receiving travel assistance and the funds in the travel budget. WPWP will make every effort to cover at least half the expenses of conference travel for teacher consultants who are approved for assistance. The level of reimbursement will be made before travel plans are finalized.

Fellows need to apply for travel assistance, make their own travel arrangements and submit required paperwork after the conference to receive reimbursement.

WPWP actively encourages Fellows to attend NWP conferences and workshops at their own expense for continuing professional development and ongoing connection with the NWP. These include the Annual Meeting (November, Spring Meeting (April), Urban Sites Network Conference, Rural Sites Network conferences, professional writing retreats and others. Please visit the [NWP](#) website for complete calendar. The Pennsylvania Writing Project [Network](#) hosts a Spring Retreat attended by WPWP Fellows. Fellows are also encouraged to seek other sources of travel support (school districts, professional organizations, etc.).

WPWP makes an effort to send different Fellows to conferences each year.

Teacher consultants who may request conference travel assistance from WPWP:

Fellows Council members

Active Teacher Consultants and Part-time WPWP staff

Presenters or representatives of WPWP. If you are not presenting but have a specific goal for attending that will benefit WPWP, please state that goal and its benefits in your application.

Fellows who receive assistance are expected to attend appropriate meetings according to their interests and may be asked to represent the Western Pennsylvania Writing Project at certain events or conference sessions. They must submit a brief written summary of their participation in the conference. These reports may be used in the *Bulletin* and will be shared with Fellows Council.

NWP provides assistance for teachers attending some professional development retreats. Participants may request reimbursement from WPWP for expenses not covered by NWP.

Booking flights

Once your travel assistance is approved by the Managing Director, please contact Carlson Wagonlit (formerly Navigant), a University-approved travel agency, 412-208-2066, to establish the lowest airfare they can find. Choose your flights, and give the travel agent Connie Sowinski's phone number, 412-624-6559. The agent will contact Connie to complete the billing arrangements. Let Connie know that you have booked your flights and what the fare is. Your fare will be billed to the Writing Project.

If you prefer, you may shop the Internet for a lower fare, book it yourself and submit a copy of your electronic ticket with a reimbursement form after your trip. We will reimburse you within 30 days. This can save WPWP a few dollars and may be more convenient for you.

PLEASE MAKE YOUR ARRANGEMENTS AS EARLY AS POSSIBLE TO GET THE LOWEST FARE.

Registration & Accommodations

Most conference registration and hotel reservations can be done easily online. Please make your arrangements, submit **original receipts** and forms for reimbursement to Connie when you return. The University will not accept photocopies. There is no registration fee for the NWP Annual Conference although participants are encouraged register for the NCTE Conference held following NWP. WPWP will cover the expense of one half of the double room rate for the number of nights agreed upon in advance. Teacher consultants are responsible for meals, ground transportation and incidentals unless other arrangements are made.