

Washington State Migrant Education Program

Travel Guidance

Fiscal Year 2018-19

Per Contract:

“ESD XXX shall contact via email, the OSPI Contract Manger, for approval of out of state travel prior to encumbering Migrant funds for this purpose.”

1. Only two staff members from each ESD will be approved for out of state travel per Fiscal Year.

i.e. National Conference on Math-2 staff members attend; or
EiE Conference- one staff member, National Conference on Math -one staff member

Exception: NASDME attendance, proposal may be submitted for more than two migrant funded staff members to attend. However, this will be considered on a case-by-case basis.

2. When emailing for approval please include the following:
 - a. Staff member(s) attending
 - b. Name of conference, purpose and goal of conference
 - c. SOW Activity conference would directly impact/fall under
 - d. Cost of attendance
 - e. Follow-up activities and/or area of professional learning
 - f. How funding for this proposal will not impeded delivery of services including summer programs.
3. Contact OSPI via email
 - a. Lupe Ledesma,
 - b. Gayle Pauley, cc'ed

Question on state travel for coordination/collaboration:

1. If **OSPI** is specifically requesting this extra travel after the SOW and FY budget allocations have been established/approved, then OSPI will fund.
2. If **ESD A** is individually requesting this support from **ESD B**, then in good form **ESD A** should offer to pay additional expenses.
3. If **ESD A** cannot pay, and if **ESD B** consents to shouldering the extra expense within **B's** budget, then **ESD B** can cover it. However, this is discretionary on **ESD B's** part.

Background Note: In an effort to honor ESD inter-agency agreements, do not respond directly to an out-of-region district request. Please refer the district to their corresponding ESD Migrant Education Program. The request for assistance would need to come from the requesting district's home ESD. Both affected ESDs superintendents would then need to give their approval in order to proceed.