



AMERICAN COUNCIL ON THE TEACHING OF FOREIGN LANGUAGES

1001 North Fairfax Street, Suite 200 | Alexandria, VA 22314 | P 703-894-2900 | F 703-894-2905
445 Hamilton Avenue, Suite 1104 | White Plains, NY 10601-1832 | P 914-963-8830 | F 914-963-1275

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ACTFL ON-SITE WORKSHOP AGREEMENT

Gail Shelly
Black Horse Pike Regional School District
450 Erial Road
Blackwood, NJ 08012

ACTFL is pleased to organize an On-site Professional Development Workshop for *Highland Regional High School*. Please find the details of your workshop listed below:

Title: AAPPL Familiarization Workshop – English/Mixed
Location: Highland Regional High School
Date: 9/28/2018
Workshop facilitator: Margaret Malone

The fee for the workshop is **\$1250**, and an invoice will be sent separately. Please remember that without prior arrangement with ACTFL, the workshop facilitator's travel expenses including airfare, lodging, meals, airport transportation, and/or personal car mileage are also the responsibility of *Highland Regional High School*. *Margaret Malone* will therefore submit an expense report directly to you. Receipts are required for all expenses except meals and personal car mileage. You can contact the workshop facilitator at 703-647-1097 or mmalone@actfl.org to discuss these arrangements. In the event that travel arrangements are made by the workshop facilitator without coordination with the workshop site, the workshop facilitator may request reimbursement for travel expenses up to the amounts listed in the [GSA travel guidelines](#), using the policies and guidelines listed therein.

ACTFL meal reimbursement policy follows the U.S. Government General Services Administration (GSA) per diem meal reimbursement rate, which varies by location. For *Blackwood, NJ*, the workshop facilitator may submit reimbursement at the rate of \$59.00 per day (for dinner, lunch, and breakfast). Note that for travel days, the workshop facilitator may request reimbursement at 75% of the GSA rate specified. Per diem rates are paid only when an expense has actually been incurred and will not be paid for any meal that was provided by ACTFL, the workshop site, or otherwise provided during the work.

Additional Host Responsibilities: *Highland Regional High School* also agrees to the following terms for this workshop:

- ACTFL must be notified of any changes in the participant list prior to the shipment of training materials
- There is a 25 participant limit for this workshop

CANCELLATIONS: In the event that Highland Regional High School should cancel this workshop, the reserved workshop facilitator must be reimbursed for all travel fees incurred. Additionally, if the workshop is canceled within 30 days of the workshop start date, 50% of the workshop fee will be incurred. If the workshop is canceled within 7 days of the workshop start date, the full workshop fee will be incurred.

Please return this workshop agreement no later than 30 days before the start of the workshop date to confirm your workshop. Failure to sign and return this agreement within this time frame may result in cancelation or postponement of your workshop.

For questions or concerns regarding the workshop, please contact the workshop and certification program at workshops@actfl.org or at: Phone: 703-894-2900 ext.114.

Acting as an official representative of *Highland Regional High School*, I am providing my signature herein to confirm my agreement with the terms indicated above. My signature also confirms approval from *Highland Regional High School* for the workshop facilitator to book travel as needed.

SIGNATURE: _____ DATE: _____

AAPPL Familiarization workshop expense quote

Created 8/30/18 by Ann Aly, Program Manager for Workshops and Certification

Expense	Amount
Workshop fee (up to 25 participants; includes trainer honorarium, materials, shipping)	\$1250.00
Per diem for presenter meals* (\$59 workshop day and \$44.25 travel day)	\$103.25
Transportation- <i>estimate</i> (Amtrak and Uber)	\$200.00
Lodging* (1 night)	\$103.00
TOTAL (<i>estimate</i>)	\$1656.25

* per diem and lodging amounts are calculated by zip code using the US Government's GSA amount for travel expenses. These amounts can only be claims if an actual expense is occurred. For example, if the school or hotel offers breakfast or lunch, the individual will only be able to claim dinner for that day.