Outside Texas policies

Training Logistics

* Maximum number of participants: 25
* Trainings are 11 hours over two days with one hour for lunch. Trainings run 9am-3:30pm both days unless otherwise specified by the Literacy Coalition of Central Texas.
* Each English Forward Instructor Training will have two contract Master Trainers facilitating the training unless otherwise specified by the Literacy Coalition of Central Texas.

Travel Arrangements

* Air Travel: The Literacy Coalition will purchase airline reservations on behalf of trainers. Reservation confirmation information will be emailed to trainers.
	+ Checked Luggage: Trainers are responsible for paying checked baggage fees. The Literacy Coalition will reimburse trainers’ baggage fees provided original receipts are submitted with the trainer’s invoice.
	+ Airport Parking: Trainers are responsible for paying any parking fees. The Literacy Coalition will reimburse trainers’ parking fees, up to $10 per day, provided original receipts are submitted with the trainer’s invoice.
* Hotel Accommodations: The Literacy Coalition will purchase appropriate accommodations on behalf of the trainer. Reservation confirmation information will be emailed to trainers.
* Rental Car: If a rental car is required and both trainers are non-Literacy Coalition staff members, trainers are responsible for arranging a rental car. To rent a car trainers must have a valid credit card. The Literacy Coalition will reimburse trainers the cost of the car and fuel provided original rental car and fuel receipts are submitted with the trainer’s invoice.
	+ Rental Car Insurance Coverage: Rental car insurance coverage may be purchased from the car rental company provided the trainer’s regular liability and comprehensive auto insurance policy and/or credit card do not provide adequate coverage. It is the trainer’s responsibility to check with his/her auto insurance provider and credit card company to determine levels of coverage. If additional coverage is required, prior approval is required from the primary contact below, no later than one day before departure. The Literacy Coalition will reimburse rental car insurance coverage provided the above conditions are met and original receipts are submitted with the trainer’s invoice.
* Meals: Trainers are allotted a per diem based on federal per diem guidelines, found at www.gsa.gov/perdiemrates. Trainers are solely responsible for checking the per diem rates for the city to which they’re traveling and for following the policies outlined on the website. Trainers will be reimbursed the allotted per diem amount in full, based on the policies outlined on the website; receipts are not required for reimbursement.

Trainer Responsibilities

* If both trainers are non-Literacy Coalition staff members: Pick up instructor training supplies and materials at the Literacy Coalition offices no later than one day before scheduled departure.
* Check to ensure the travel bag has all necessary items using the Travel Bag Checklist.
* Check and test all equipment at least one day before departure, in particular the flash drive contents and embedded training videos.
* Carry-on the travel bag onto the plane. The travel bag may not be checked luggage.
* Arrive at the training location at least 45 minutes before the start of the training to ensure adequate set-up time.
* Notify the Literacy Coalition of Central Texas at least 30 days prior to the training if unable to facilitate a scheduled training.
* Ensure every participant signs the Sign-In Sheet and fills in the correct information.
* Ensure every participant fills out a pre- and post-survey.
* If both trainers are non-Literacy Coalition staff members, return instructor training supplies and materials to the Literacy Coalition offices no later than 5 business days after the end of the training.
* Invoice the Literacy Coalition for compensation and reimbursement no later than the 10th of the month.

Trainer Compensation

* Two-day compensation: $1,000 plus travel, accommodations and per diem
* Invoicing: The Literacy Coalition cuts checks the 15th of every month. Trainers are responsible for submitting a correct invoice, along with original receipts as outlined above, to the primary contact below by the 10th of the month in order to receive payment that month. Invoices received after the 10th of the month will be paid the following month. Checks will be mailed to the trainer’s address on file unless prior arrangements have been made with the primary contact.

Primary Contact at the Literacy Coalition of Central Texas

* Wendy Taylor Wampler, Director of Literacy Support Services
	+ Email: wtwampler@willread.org
	+ Office: (512) 735-2535
	+ Cell: (512) 300-6416

By signing below, I acknowledge that I have read and understand the policies and procedures as outlined above.

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Name

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Date