

STATE OF NEW HAMPSHIRE

Honorarium or Expense Reimbursement Report  
Executive Branch - RSA 15-B



Type or Print all Information Clearly:

Name: Courtney A Porter Work Phone No. 603 543 4220  
First Middle Last

Work Address: 175 Broad St Claremont NH 03743

Office/Appointment/Employment held: School Social Worker

List the full name, post office address, occupation, and principal place of business, if any, of the source of any reportable honorarium or expense reimbursement. When the source is a corporation or other entity, the name and work address of the person representing the corporation or entity in making the honorarium or expense reimbursement must be provided in addition to the name of the corporation or entity.

Source of Honorarium or Expense Reimbursement:

Name of source: \_\_\_\_\_  
First Middle Last

Post Office Address: \_\_\_\_\_

Occupation: \_\_\_\_\_

Principal Place of Business: \_\_\_\_\_

If source is a Corporation or other Entity:

Name of Corporation or Entity: ASWB

Name of Corporate/Entity Representative: Jeanie Middlemas

Work Address of Representative: 17126 Mountain Run Vista Corp Colpeper VA 22701

Value of Honorarium: \_\_\_\_\_ Date Received: \_\_\_\_\_ *If exact value is unknown, provide an estimate of the value of the gift or honorarium and identify the value as an estimate.* Exact \_\_\_\_\_ Estimate \_\_\_\_\_

Value of Expense Reimbursement: \$260.74 Date Received: 10/12/23 *copy of the agenda or an equivalent document must be attached to this filing.* Exact X Estimate \_\_\_\_\_

Briefly describe the service or event this Honorarium or Expense Reimbursement relates to:

ASWB - new member training

"I have read RSA 15-B and hereby swear or affirm that the foregoing information is true and complete to the best of my knowledge and belief."

Signature of Filer [Handwritten Signature]

11/27/23  
Date Filed

RSA 15-B:9 Penalty. Any person who knowingly fails to comply with the provisions of this chapter or knowingly files a false report shall be guilty of a misdemeanor.

Return to: Secretary of State's Office, 107 North Main Street, State House Room 204, Concord, NH 03301

Courtney Porter  
2 Garden Street  
Claremont, NH 03743  
6035585760

Invoice #: NBMT - Oct 2023  
Invoice Date: 10/12/23  
Amount Due: \$0.00

**Bill To:**

Association of Social Work Boards  
17126 Mountain Run Vista Court  
Culpeper, VA 22701  
United States

Due Date	Terms
10/19/23	Due upon receipt

Item	Description	Quantity	Price	Amount
		1	\$260.74	\$260.74

Subtotal: \$260.74  
Sales Tax: \$0.00  
Total: \$260.74  
Payments: \$260.74  
Amount Due: \$0.00

## 2023 ASWB New Board Member Training- Washington, DC

From: Jeanie Middlemas (jmiddlemas@aswb.org)  
To: sharkey1975@yahoo.com  
Cc: jeanette.l.webber@oplc.nh.gov  
Date: Wednesday, August 9, 2023 at 04:31 PM EDT

Greetings Courtney!

On behalf of the Association of Social Work Boards, I am pleased to confirm your eligibility for full funding to attend the New Board Member Training session to be held at **The Madison Hotel in Washington, DC. An unavoidable conflict has occurred with the original training dates of September 28-30, 2023. The new dates for the New Board Member Training are Sunday, October 1 Tuesday, October 3 2023. We are hopeful these dates will work for you, but if not, please let me know at your earliest convenience. We are so sorry for any inconvenience.**

Your travel to and from the training, hotel reservations, and meals included during training will be direct billed to ASWB. Other expenses incurred will be reimbursed following the training according to the ASWB Travel Arrangements and Expenses policy (tip: save your receipts). A link to the ASWB travel policy and reimbursement form is below. **Please read this information carefully and contact me if you have any questions.** I will be the primary contact person regarding your arrangements to attend the training, but any one of the Volunteer Engagement and Outreach department staff can assist you.

[ASWB Reimbursement Form and Travel Policy](#)

### **Travel Information**

Please be advised that changing or canceling an existing airline or lodging reservation incurs a considerable cost to the Association. Travelers should carefully consider personal situations that may impact their travel plans **BEFORE** booking to avoid the need for a change or cancellation. In the extenuating circumstance requiring a change or cancellation, the traveler must contact the Association before a change or cancellation is made. In the case of an unexpected change while traveling, the traveler will be responsible for paying for the change. Change costs will be reimbursed on a case-by-case basis. In the case of a cancellation, every effort will be made to apply the cost of an unused ticket to future ASWB-associated travel.

To make your travel arrangements, contact Covington Travel at 888.747.7077 or email at [team7@covtrav.com](mailto:team7@covtrav.com). You may also contact Brenda Martin, our primary agent, directly at 434.220.2111, or email her at [brendam@covtrav.com](mailto:brendam@covtrav.com), but you are welcome to make your arrangements with any of the Covington Travel agents. Schedule your arrival into **Ronald Reagan Washington National Airport (DCA) on Sunday, October 1** in time to attend the opening session and dinner that begins at **6:30 pm. *This is the beginning of the training and is for attendees only.*** You may schedule your departure **Tuesday evening, October 3 after 7 pm or on Wednesday, October 4.** Funding is provided for those who attend the meeting in its entirety, so ASWB and Covington Travel will work with you to find an itinerary that allows full participation. **If you plan to drive to the meeting, please send us your estimated time of arrival and departure. ASWB will cover the cost of mileage up to the lowest cost airline ticket.** Please make your travel arrangements on or before **September 1, 2023.**

For more information about COVID-19 regulations and tips for all sectors of travel, please visit the following links:

[Domestic Travel During COVID-19 | CDC](#)

[COVID-19: Travel, testing and borders - Travel.gc.ca](#)

<https://need2know.tripsource.com/>

## **Agenda At-A-Glance**

The agenda is as follows:

### **Sunday, October 1**

6:30 – 9:00 pm – Opening Session and Dinner (this is a required part of the training)

### **Monday, October 2**

8:30 am – 5:00 pm – Training  
(Breakfast and lunch provided)

### **Tuesday, October 3**

8:30 am – 4:30 pm – Training  
(Breakfast and lunch provided)

Additional information regarding the training will be sent to you via email **about 1 week prior** to the start of training.

## **Hotel Information**

A hotel room will be reserved and direct billed to ASWB for you at the:

The Madison Hotel – Nights of October 1, 2, and 3 will be covered by ASWB.

1177 15<sup>th</sup> Street NW  
Washington, DC 20005

Please **do not** contact the hotel directly to make your hotel reservation. Hotel reservations will be made according to your travel plans. **If you would like to extend your stay at the hotel, please let me know at your earliest convenience.** The standard room group rate at The Madison Hotel is \$209 + tax per night for the duration of the meeting, however, if you plan to extend your stay beyond the nights needed to attend the meeting, the room rate cannot be guaranteed and is subject to availability.

## **Basecamp**

We will be using **Basecamp** as our project management program to post materials and communicate with you leading up to and during the training. Aside from the internal project management benefits for us, this software will allow you a one-stop shop to find meeting materials including: agenda, itineraries, and other important information. It is always available, and you can access it at any time on the internet. Another benefit is that there is a “message board” where we can post announcements and where you can ask questions. Basecamp also has an app for your phone, which may be handy while traveling. You'll be able to access agendas and itineraries right from your phone! **Watch for an e-mail invitation to join us on Basecamp for the upcoming October New Board Member Training; check your spam folder if you don't see it soon.**

Again, you will receive an itinerary closer to the meeting date with more detailed information, including your hotel confirmation number. **This notice will also be posted in the October New Board Member Training Basecamp for easy access.** Please let me know if you have any questions.

We look forward to seeing you there!

**Jeanie C. Middlemas**  
Meetings Program Manager

Association of Social Work Boards  
17126 Mountain Run Vista Court  
Culpeper, VA 22701  
(540)829-6880 Ext. 3007  
jmiddlenis@aswb.org



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