

CCCCO/CTE Out-of-State Travel Request Form Revised Jan, 2010

**NO OUT-OF STATE TRAVEL REQUEST FORM WILL BE ACCEPTED
AFTER TRAVEL HAS OCCURRED**

Agreement Number, if applicable	10-C01-026
District/College Name	Long Beach CCD/Long Beach City College
Traveler Name(s)	
Traveler Position(s)	
Event Title	
Event Location	
Travel Dates	
Perkins Title IC Funds Only: <i>Travel pertains to (check one) and is included in the respective budget summary. Describe the purpose for attending the event</i>	<input type="checkbox"/> List Top Code(s) and program name that is addressed: <hr/> <input type="checkbox"/> Across CTE Programs Required: please list below the conference or training website link so that the VTEA program monitor in Sacramento can access the information. If one does not exist, please state so and email with this form all documentation pertinent to the training or conference.
Title IB Funds Only: <i>Explain how attendance will have regional or statewide impact.</i>	N/A
State "SB 70" Funds Only: <i>Explain how attendance is related to project.</i>	N/A
Tech Prep, Title II <i>Describe the purpose for attending the event.</i>	N/A
<i>Explain how this attendance will contribute to the success of the program/project.</i>	Please be detailed in your description:
Maximum reimbursable costs¹ - Required: Please state in the section above whether or not your costs comply with CA State Government rates and provide an explanation if they do not.	
Incidentals, parking, tolls, etc. Please give details here:	
Registration	
Meals (not covered by the conference, at district rates)	
Airfare ²	
Car Rental	
Lodging ³ (include non-discretionary taxes and fees)	
TOTAL REQUESTED	

¹ Costs-must reflect the most cost effective and prudent use of state/federal funds.

² For airfare costs, use California State Government rates as a "reasonableness" guide, most recent management memo (<http://www.travel.dgs.ca.gov/default.htm>) [See "Airlines" tab.]

³ For lodging costs, use U.S. Govt. "CONUS" rates as a "reasonableness" guide (<http://www.gsa.gov>) [See "Policy and Regulations" tab.]

Instructions to Grants Office:

To submit, e-mail completed form (as an attachment) from responsible Administrator to your Project Monitor.

- 1) In the e-mail subject line, type: **Out-of-state travel request**.
- 2) In e-mail body, state **EITHER** that the request (a) **complies** with the cost guidelines per the request form footnotes or (b) **provide a justification for non-compliance**. Monitor will review the request and email a response back to you. Keep a copy of the approval document and/or email in your audit files.
- 3) Gather and keep information such as the agenda, handouts from sessions of the conference/professional development session which adequately records the purpose of the event. Keep documentation with the project audit file.