

CCCCO/CTE Out-of-State Travel Request Form [Revised Oct. 2011]

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

Agreement/Grant Number	
District/College Name	
Traveler Name(s)	
Traveler Position(s)	
Event Title	
Event Website Address	
Event Location	
Travel Dates	
Perkins Title IC Funds Only: <i>Travel pertains to and is included in the respective budget summary.</i>	(Check One) <input type="checkbox"/> List Top Code(s) that are addressed <input type="checkbox"/> Across CTE Programs
<i>Using Title IC funds: Describe the purpose for attending the event</i>	
<i>Title IB Funds Only: Explain how attendance will have regional or statewide impact.</i>	
<i>State "SB 70" Funds Only: Explain how attendance is related to project.</i>	
All: Explain how this attendance will contribute to the success of the program/project.	
Maximum reimbursable costs¹	
Incidentals, parking, tolls, etc.	
Registration	
Meals (not covered by the conference, at district rates)	
Airfare ²	
Car Rental	
Lodging ³ (not including non-discretionary taxes and fees)	
ESTIMATED TOTAL	

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.]

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.