

CCCCO/CTE EF Out-of-State Travel Request Form

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	
Describe the purpose for attending the event.	
Please explain how attendance will have a regional impact?	
Please 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	\$0.00
Car Rental	\$0.00
Lodging ³ (not including non-discretionary taxes and fees) 2 nights	\$0.00
ESTIMATED TOTAL	\$0.00
	\$0.00
	\$0.00

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.