# 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** |  | |
| **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** (notincluding non-discretionary taxes and fees) | |  |
| ESTIMATED TOTAL | |  |

1 Costsmust 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.