

CCCCO/CTE Out-of-State Travel Request Form

Revised 1-29-2008

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

Grant Number	
District/College Name	
Traveler Name(s)	
Traveler Position(s)	
Conference Title	
Conference Location	
Travel Dates	
Title IC Funds Only: <i>Travel pertains to (check one) and is included in the respective budget summary.</i>	<input type="checkbox"/> List Top Code(s) that are addressed <input type="checkbox"/> Across Vocational Programs
Title IB Funds Only: <i>Explain how attendance will have regional or statewide impact.</i>	
<i>Describe the purpose for attending the conference</i>	
<i>Explain how this attendance will contribute to the success of the program/project.</i>	
Approximate costs* including:	
Incidentals, parking, tolls, etc.	
Registration	
Meals (not covered by the conference, at district rates)	
Airfare and lodging are a package deal	
Car Rental	
Lodging	
ESTIMATED TOTAL	

*These costs should reflect the most cost effective and prudent use of state/federal funds available to attend this event.

This completed form should be e-mailed to your Project Monitor. In your email subject line, type: Out-of-state travel request. The 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.

Please make sure to gather and keep information such as the agenda, handouts from sessions of the conference/professional development session and whatever other information you feel adequately records the purpose of the conference. This documentation should be kept with the project audit file.