



# California Community Colleges

## CALIFORNIA COMMUNITY COLLEGES, CHANCELLOR OFFICE WORKFORCE AND ECONOMIC DEVELOPMENT DIVISION

### Out-of-State Travel Request Authorization Form

**\*Important Note: Chancellor's Office grants using Perkins funds require prior approval from the Chancellor's Office to use federal funds for travel.**

Date of request:

#### Traveler Information

Traveler Name:	Agreement/Grant Number#:
Traveler Position:	Traveler Email:
District:	Program:

#### Travel Purpose

Travel Destination (Address, City, State ):

Describe the purpose for the out-of-state travel, how attendance will benefit the State, and explain why traveler cannot receive similar training or opportunities in the State. (Use additional pages as needed)

Implementing a CTE Program?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Leadership development?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Faculty development related to discipline?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Continuous improvement for CTE program?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

#### Travel Details

Event Title:	Event website:			
City:	State:	Departure Date:	Return Date:	Number of Days:
Transportation Mode: <input type="checkbox"/> Rental Car <input type="checkbox"/> Private Auto <input type="checkbox"/> Airplane <input type="checkbox"/> Other (Explain):				

#### Funding Sources and Cost Estimate: Check funding source

Perkins Local  Perkins Regional

Travel costs guidelines for use of federal funds can be found in the [Code of Federal regulations § 200.475 Travel costs](#).

<u>Category</u>	<u>Description</u>	<u>Amount</u>
<b>a-Lodging (Not including Taxes &amp; Fees)</b>		
<b>b-Rental Care</b>		
<b>c-Airfare</b>		
<b>d-Registration Fee(s)</b>		
<b>e-Meals: (At the district rates)</b>		
<b>f-Taxi, Shuttle, Incidentals, Parking etc.</b>		
<b>Total Estimated Expenses (a-f)</b>		\$

#### Signature Approval

Traveler's Signature: Date:	Local Designee Responsible for Managing Perkins Funds Signature: Date:
Traveler's Direct Supervisor Signature: Date:	Chancellor's Office Regional Monitor Signature: Date:



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**Reminders**

- ❖ Out-of-State travel using federal Perkins funding must be pre-approved by the Chancellor's Office Regional Monitor.
- ❖ **Out-of-country Travel:** All grants, regardless of whether the funding source is federal or state, require pre-approval from the Chancellor's Office for out-of-country travel.
- ❖ Federal per diem rates for California can be found at: <https://www.gsa.gov/travel/plan-book/per-diem-rates>.

**Additional Space to Detail Travel Purpose**