# 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

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| Agreement/Grant Number | 18-C01-047 | |
| District/College Name |  | |
| **Traveler Name(s)** |  | |
| **Traveler Position(s)** |  | |
| **Event Title** |  | |
| **Event Website Address** |  | |
| Event Location | **Additional Information**  \***Please note States Subject to AB 1887’s Travel Prohibition**  **The following states are currently subject to California’s ban on state-funded and state-sponsored travel:**  **Alabama, Kansas, Kentucky, Mississippi, North Carolina, Oklahoma, South Dakota, Tennessee and Texas**  **Exceptions**  Specifically, AB 1887 does not apply to state travel that is required for any of the following purposes:   1. Enforcement of California law, including auditing and revenue collection. 2. Litigation. 3. To meet contractual obligations incurred before January 1, 2017. 4. To comply with requests by the federal government to appear before committees. 5. To participate in meetings or training required by a grant or required to maintain grant funding. 6. To complete job-required training necessary to maintain licensure or similar standards required for holding a position, in the event that comparable training cannot be obtained in California or a different state not subject to the travel prohibition. 7. For the protection of public health, welfare, or safety, as determined by the affected agency, department, board, authority, or commission, or by the affected legislative office.   Information obtained from: <https://oag.ca.gov/ab1887> | |
| **Travel Dates** |  | |
| **Perkins Title IC Funds Only: *Travel pertains to and is included in the respective budget summary.*** | ***(Check One)***  **[X] List Top Code(s) that are addressed**  **[ ] Across CTE Programs** | |
| ***Using Title IC funds: Describe the purpose for attending the event*** | **Additional Information**   * **Describe how updated academic information will be integrated into curriculum.** * **Will courses be revised and updated?** * **Will new curriculum be developed?** * **What is the adjunct faculty’s obligation to development and update curriculum?** | |
| **Title IB Funds Only: *Explain how attendance will have regional or statewide impact.*** |  | |
| **State “SB 70” Funds Only: E*xplain how attendance is related to project.*** |  | |
| **All: Explain how this attendance will contribute to the success of the program/project.** | **Additional Information**   * **Describe how you will formally share the information (with campus and Regional faculty, administrators and students) acquired at the conference.** * **Describe your formal arrangement to share information** | |
| **Maximum reimbursable costs1** | | |
| Incidentals, parking, tolls, etc. **Please describe in detail.** | |  |
| Registration **Detail the Registration you are choosing if multiple choices** | |  |
| Meals (not covered by the conference, at district rates) **What is the Districts Per Diem for Meals** | |  |
| Airfare **2 If this does not meet the guide lines: Please describe your expenditure .** | |  |
| Car Rental | |  |
| Lodging **3** (notincluding non-discretionary taxes and fees) **If this amount is higher than the CONUS Per Diem lodging rate: Please describe your expenditures and or research/ provide competitive rates.** | |  |
| 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.