

**For all community college out-of-state travel requests – this includes ALL state and federal grants supporting CTE programs and students:**

**Travel requisition forms** and FAQs:

<http://extranet.cccco.edu/Divisions/WorkforceandEconDev/CareerEducationPractices/OtofStateTravel.aspx>

1. Travel request forms are electronic. Add ALL relevant information on the form or in an attachment before submitting to your dean.

**Plan your travel a semester before conference** or event to ensure lowest hotel, flight, rental car and early registration rates. Since you are receiving government funding, you are required to research and find the lowest possible rates for all travel expenses.

2. **Submit your electronic travel request 1-3 months prior to traveling** to ensure timely approvals, especially if there are questions for clarification from your chair, dean or program manager. First approval is your division chair, then s/he sends the request to the CTE/Workforce dean/administrator for approval.
3. **Chancellor's Office is the final approval, after** all the crucial questions and clarifications are taken care of by your deans. Provide your district dean with a short email as to why s/he thinks this particular workshop or conference is a good opportunity for you and why it is approved at his/her level.
4. **Possible red flags for auditors:** If more than one person requests to attend the same conference or training, the dean needs to inquire why; is there a possibility that one person can come back and train everyone. If travel is for required certification for faculty expertise, write this on travel requisition. Another question to expect is why travel out-of-state when you need to research professional development within your region or state. Many professional associations offer trainings in multiple sites or states. If this is the only option, then justify why several faculty or staff are requesting to attend/participate. **When requesting Perkins funding, there must be a justification as to how this professional development will improve which specific core indicators. For example: improve retention rates for Hispanic males in Nursing.**
5. **Research and ensure that rental car and hotel room rate is below CONUS or government** allowed per diem rate: <http://www.gsa.gov/portal/category/21287>
6. **If hotel rate is above government rate**, write a brief summary of why you are staying at a particular hotel. For example: this is the conference hotel, and surrounding hotel rates are comparable or higher. Or, a rental car cost is

- higher than hotel rates. Or, you are a presenter. Or, you will pay the difference. Etc. Include this rationale on your travel request and submit printout of comparable hotels in the area of the conference to your dean's audit file.
7. **Registration: Include live link or hyperlink on travel request** that goes directly to conference/event registration cost, for easy verification
  8. **Hotel rates: Include live link or hyperlink on travel request** that goes directly to hotel rates for easy verification. If a professional association or conference has “bundled” hotel rates with meals or other “goodies” like networking, please request from the association to **itemize all expenses** that may be included in your hotel rate. Caution: be careful of “networking” events that include hosted bar and gifts. These are not included in Perkins or any government funding!
  9. **Program sessions description:** Include live link or hyperlink on travel request that goes directly to program session descriptions, to verify that a high percentage of workshops *each day* are *directly related* to your CTE expertise to justify professional development [for auditing purposes]
  10. **If funding other than Perkins** is used for this travel, or you are paying a travel expense yourself, please indicate this on the travel request
  11. **If you cannot provide electronic** links to registration, program session descriptions or other pertinent information because it is password protected, please have conference send you requested information above so you can scan and include with your electronic travel request.
  12. **In email Subject line: Out-of-State Travel: Name, College**
  13. **Keep and itemize all** receipts and conference materials for your department or division records or audit files.
  14. **Share your professional development experiences with your colleagues and students** electronically or live presentations. Since we are now supporting regional strategies with our state and federal funding, include how your knowledge will benefit the region; not just your college or district.