



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 ☐	No ☐
Leadership development?	Yes ☐	No ☐
Faculty development related to discipline?	Yes ☐	No ☐
Continuous improvement for CTE program?	Yes ☐	No ☐

Travel Details

Event Title:	Event website:
City: State:	Departure Date: Return Date: Number of Days:
Transportation Mode: ☐ Rental Car ☐ Private Auto ☐ Airplane ☐ 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>
a-Lodging (Not including Taxes & Fees)		
b-Rental Car		
c-Airfare		
d-Registration Fee(s)		
e-Meals: (At the district rates)		
f-Taxi, Shuttle, Incidentals, Parking etc.		
Total Estimated Expenses (a-f)		\$

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