



California Community Colleges Chancellor's Office

GRANT OUT-OF-STATE TRAVEL REQUEST

OUT-OF-STATE TRAVEL REQUESTS MUST BE SUBMITTED AND APPROVED PRIOR TO TRAVEL

INFORMATION AND INSTRUCTIONS:

1. Email the State Project Monitor the completed Out-Of-State Travel Request and event flyer. Email subject line "College name Grant Number: Out-Of-State Travel Request."
2. In the body of the email, state whether the request **complies with the cost guidelines** per the Out-Of-State Travel Request footnotes or **provide justification for non-compliance**.
3. The State Project Monitor will review the request and email a response.
4. Retain event documentation (agenda, handouts, etc.) that corroborates the purpose of the event with the Out-Of-State Travel form and the response of the State Project Monitor in the project audit file.

Grant Number:		Date:	
District Name / College Name:			
Traveler Name(s):			
Traveler Title(s):			
Event Title:			
Event Location:			
Travel Date(s):			
Funding Source:	<input type="checkbox"/> Proposition 98 General Fund <input type="checkbox"/> Other _____ Travel included in Budget Summary <input type="checkbox"/> Yes <input type="checkbox"/> No		
Describe the purpose of attendance:			
Explain how attendance will contribute to the success of the program/project:			
Approximate Costs ¹			
Incidentals, parking, tolls, etc.			\$0.00
Registration			\$0.00
Meals (not covered by the conference, at district rates)			\$0.00
Airfare ²			\$0.00
Car Rental			\$0.00
Lodging ³			\$0.00
ESTIMATED TOTAL			\$0.00

¹ Costs-must 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, (<http://www.travel.dgs.ca.gov/default.htm>) [See "Air Fare" tab].

³ For lodging costs, use U.S. Govt. "Per Diem Rates" as a "reasonableness" guide (<http://www.gsa.gov>) [See "Travel" tab].