

# Appendix C Templates

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[CEO Cover Letter Template](#)

[Out-of-State Travel Request Form](#)

# CEO Cover Letter Template

[DISTRICT/COLLEGE LETTERHEAD]

Date

Van Ton-Quinlivan, Vice Chancellor  
Workforce & Economic Development Division  
California Community Colleges Chancellor's Office  
1102 Q Street, Suite 4554  
Sacramento, CA 95811-6549

Dear Vice Chancellor:

**[Name of District/College]** is pleased to support the grant RFA for Technical Assistance Providers for Career Pathways Design

As indicated in the instructions in the RFA, we are providing this letter within our electronic submission of the RFA to specify that the Community College District is willing to be the fiscal agent for this 24-month grant.

Sincerely,

CEO/Superintendent/President

## Out-of-State Travel Request

**NO OUT-OF-STATE TRAVEL REQUEST FORM  
WILL BE ACCEPTED AFTER TRAVEL HAS OCCURRED**

<b>Agreement/Grant Number</b>	
<b>District/College Name</b>	
<b>Traveler Name(s)</b>	
<b>Traveler Position(s)</b>	
<b>Event Title</b>	
<b>Event Website Address</b>	
<b>Event Location</b>	
<b>Travel Dates</b>	
<input type="checkbox"/> <b>EWD Funds Only</b> <i>(check if applicable)</i>	
<b>All: Explain how this attendance will contribute to the success of the program/project.</b>	
<b>Maximum reimbursable costs<sup>1</sup></b>	
Incidentals, parking, tolls, etc.	
Registration	
Meals (not covered by the conference, at district rates)	
Airfare <sup>2</sup>	
Car Rental	
Lodging <sup>3</sup> (not including non-discretionary taxes and fees)	
<b>ESTIMATED TOTAL</b>	

<sup>1</sup> Costs must reflect the most cost-effective and prudent use of state/federal funds.

<sup>2</sup> For airfare costs, use California State Government rates as a "reasonableness" guide, [Management Memo #14-03](#).

<sup>3</sup> For lodging costs, use continental United States ("[CONUS Rates](#)") as a "reasonableness" guide.

**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 e-mail a response back to you. Keep a copy of the approval document and/or e-mail in your audit files.
- 3) Gather and keep information such as the agenda, hand-outs from sessions of the conference/professional development session which adequately records the purpose of the event. Keep documentation with the audit file.