

Out-of-State Travel

Questions and Answers



1) What has changed regarding the CCCC/CTE Out-of-State Travel Request form?

The form has been revised to ensure that if Title I-B (State Leadership), Title I-C (Perkins), Tech Prep, or state SB 70 funds are to be used for out-of-state travel, the proposed expenditures must reflect the most effective and prudent use of state/federal funds; and that the “Estimated Total” is the “Maximum Reimbursable Cost”.

The revised form standardizes how the requestor will contain costs by providing the references to California government contracted airfare rates and the federal continental United States (CONUS) travel cost guidelines.

The new CCCC/CTE Out-of-State Travel Request form is located at:
<http://www.ccco.edu/OurAgency/EconDevWorkPrep/CTE/tabid/415/Default.aspx>

2) How is the CCCC/CTE Out-of-State Travel Request form to be used?

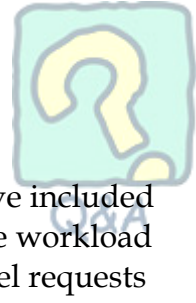
To show local approval, the Project Director sends the CTE Project Monitor an e-mail that includes the completed form as an attachment, in accordance to the following procedures:

- In the e-mail subject line, type: Out-of-state travel request.
- 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.

CTE Project Monitor will review the request and e-mail a response. Please provide a web link to the conference/event in the body of the email. Keep a copy of the approval document and/or e-mail in the district audit files.

3) When is the CCCC/CTE Out-of-State Travel Request form to be implemented?

Use of the revised form is effective immediately.



4) Why are these guidelines being implemented?

Although most out-of-state travel requests are reasonable, some have included exorbitant estimated costs. To provide accountability and lessen the workload on both the local requestors and the CCCCCO when out-of-state travel requests need revisions, these guidelines were established.

5) What are CONUS rates?

For the purposes of setting parameters for reasonable costs for government travel, the US General Services Administration (GSA)'s calculates Continental US rates or CONUS rates. The CONUS rates are listed by state and then broken down by city and in some cases the months of travel.

6) How does one look up a CONUS rate?

See [The GSA web site CONUS information](#) (right click and select: Open Hyperlink)

7) What if the lodging estimated cost exceeds the CONUS rate?

For out-of-state travel to be approved, requestors must make a good faith effort to stay within the rates. If the conference lodging rates exceed the CONUS rates, the requestor is advised to:

- Contact district business office or travel manager for information on how to get government rates for lodging,
- Check if the hotel offers government lodging rates and inquire what documentation is needed to get these rates (see below), or
- Check the rates of nearby hotels and consider staying at one of them if the travel time to the event from lodging site is practical.

The documentation needed depends on hotel policy. In addition to a district photo ID and a business card, it may be advisable to have a memo on district letterhead that states this travel and the function is funded by the state and/or federal government, along with a flyer or handout about the conference.

If all of the nearby lodging is also over CONUS rates, and/or the cost of staying at other hotels, plus a rental car and parking exceeds or equals the rates at the conference hotel, then document this information as justification for the lodging



costs. If safety or ADA reasonable accommodations are a concern, that justification must also be included.

To support excess lodging costs requests, provide information that shows all the available lodging options are the same or higher than the conference hotel. For audit purposes, maintain supporting documentation. Applicant is responsible for researching alternative travel accommodations to compare pricing for justification.

8) What are the new airfare guidelines?

Like CONUS rates for lodging, the CCCCCO is using guidelines to ascertain whether an airfare is reasonable. For the purposes of airfare, use California State Government rates as a “reasonableness” guide. Click here: [DGS Airline rates](#), then click on [Travel Bulletin #09-04](#)

9) What if the airfare exceeds the California State Government rates?

Use the same method as for lodging by documenting the options and providing this information as justification for rates in excess of the guidelines.