



California Community Colleges

CALIFORNIA COMMUNITY COLLEGES, CHANCELLOR OFFICE WORKFORCE AND ECONOMIC DEVELOPMENT DIVISION

Out-of-State Travel Request Authorization Form

***Important Note:** If you are planning to travel to a banned state, please review page two before moving forward. This travel request authorization form must be completed, approved, and sent to Chancellor's Office prior to travel taking place.

Date of request:

Personal 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 and how attendance will benefit the State.

Implementing a CTE Program?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Leadership development?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Faculty development related to discipline?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Continuous improvement for CTE program?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Travel Details

Event Title:	Event website:			
City:	State:	Departure Date:	Return Date:	Number of Days:
Transportation Mode: Auto Rental <input type="checkbox"/> Private Auto <input type="checkbox"/> Airplane <input type="checkbox"/> Other (Explain):				

Funding Sources and Cost Estimate: Check funding source

Perkins Local <input type="checkbox"/>	Perkins Regional <input type="checkbox"/>
Costs must reflect the most cost effective and prudent use of funds. Federal rates can be found at: http://www.gsa.gov/portal/content/110007	

Category	Description	Amount
a-Lodging (Not including Taxes & Fees)		
b-Car Rental		
c-Airfare		
d-Registration Fee		
e-Meals: (At the district rates)		
f-Taxi, Shuttle, Incidentals, Parking etc.		
Total Estimated Expenses (a-f)		\$

Signature Approval

Traveler Signature:	Project Monitor Signature:
Date:	Date:
Direct Supervisor Signature:	Chancellor's Office Dean Signature:
Date:	*(only requires approval for banned states)
Designee Responsible for Managing Perkins Funds Signature:	Date:



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- 1- **Traveling out-of-state.** ALL out-of-state travel must be approved by the state project monitor.
2- Federal lodging rates are found at: <http://www.gsa.gov/portal/content/110007>.

Assembly Bill (AB) 1887 Restricts State Travel to states with discriminatory laws (<https://oag.ca.gov/ab1887>). If you require an exception, select one of the following allowable circumstances and note a brief explanation:

- ☐ Enforcement of California law, including auditing and revenue collection.
- ☐ Litigation.
- ☐ To meet contractual obligations incurred before January 1, 2017.
- ☐ To comply with requests by the federal government to appear before committees.
- ☐ To participate in meetings or training required by a grant or required to maintain grant funding.
- ☐ To complete job-required training necessary to maintain licensure or similar standards required for holding a position, in the event that comparable training cannot be obtained in California or a different state not subject to the travel prohibition.
- ☐ For the protection of public health, welfare, or safety, as determined by the affected agency, department, board, authority, or commission, or by the affected legislative office.