

**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  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: Auto Rental  Private Auto  Airplane  Other (Explain):**Funding Sources and Cost Estimate:** Check funding source**Perkins Local** **Perkins Regional** 

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>

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

**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.