

TOOLKIT FOR CTE EDUCATORS

COMPLETING A "REQUEST TO ATTEND" (RTA) FORM

Please refer to these RTA Guidelines when submitting your form.

You must complete the top section AND the Estimate of Expenses section.
For each expense listed, you must provide a backup document.

The following are REQUIRED backup documents needed for EACH expense on your RTA:

INFORMATION - **Print** information regarding the training/meeting (typically found on a website or an email). **Enter** this information in the Purpose of Meeting field.

AGENDA - **Print** the agenda from the activity, event, or conference.

REGISTRATION - **Print** registration information with costs. **Enter** that cost into the Registration Fee field.

HOTEL/LODGING INFORMATION WITH COSTS - Go to the hotel website and begin the process of booking a room. Once a total is provided for your stay, **print** that page for the RTA and **enter** that total cost in the Lodging field.

You are welcome to book a room at that time and hold with a personal credit card, but it is not necessary until the RTA is fully approved.

TRAVEL INFORMATION WITH COSTS - Either Google map for mileage or flight info with costs.

- **DRIVING:** **Print** a Google map traveling one-way from your work address to your destination. Double that amount. **Enter** that mileage into the Mileage field. Multiply that number by 0.58. **Enter** that cost in the Travel field.
- **FLYING:** Go to any airline or travel website and begin the process of booking a flight. **Print** the page with the total travel cost and **enter** the cost in the Travel field.

DO NOT book any flights until you have an approved RTA.

If you are flying out-of-state, you will need ground transportation to the hotel and training/meeting venue. Shuttles and Uber/Lyft are recommended. Depending on location, your hotel may offer free shuttle service. You can also get estimates for shuttles from the airport site, and Uber/Lyft estimates from their sites. Add that estimate to the flight estimate and **enter** that amount into the Travel field. **Print** that page for backup.

ONLY FOR MEALS:

CCSD allowance for meals is \$28/day for in-state and \$36/day for out-of-state.

In the Meals field, **enter** the total of the allowance from above and multiply by the number of travel days (Example: 5 days travel x \$28/day = \$140). You would **enter** \$140 for Meals. You DO NOT NEED backup documentation for meals for your RTA but YOU WILL NEED original itemized meal receipts for reimbursement!

After your RTA is completed with backup documents, and signed by you and your Principal, please scan and email directly to me - lorraine_coates@charleston.k12.sc.us.

Request to Attend Official Meeting

Requests should be submitted as soon as the absence is anticipated, but no later than **10 days prior to leave**

Date: _____ **Type of Leave Requested:** Professional
 School Business

Name: _____ **Employee #:** _____

Position: _____ **Work Location:** _____

Address: _____

Type of Meeting: _____ **Meeting Location:** _____

Date(s) of Leave Request: _____

Number of Instructional Days Missed: _____ **Account to be charged & Funding Source:** _____

Purpose of Meeting: _____

Names of Other Employees Attending: _____

Estimate of Expenses

Registration Fee:	Mileage: Double mileage 1-way Do not add to RTA Total	Travel: Total mileage x .575 --OR-- Flight cost + ground transport	
Meals: Travel days x \$28 OR \$36	Lodging: _____	Total: _____	
Authorized to use private vehicle?	Yes No N/A		

Originator's Signature: _____

APPROVALS

LOCAL Approved Not Approved

Immediate Supervisor: _____ **Date:** _____

Associate Superintendent/Chief: _____ **Date:** _____

OUT OF STATE Approved Not Approved

OUT OF COUNTRY Approved Not Approved

Superintendent's Signature: _____ **Date:** _____