

TOOLKIT FOR CTE EDUCATORS

COMPLETING A "REQUEST TO ATTEND" (RTA) FORM

Please refer to these RTA Guidelines when submitting your form.

RTA should be submitted as soon as possible, but no later than 10 days prior to leaving

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

General Information: Print all information regarding the training/meeting (typically found on the website or an email). Then, **enter** this information in the *Purpose of Meeting field*.

Agenda:

- Print the schedule from the activity, event, or conference.

Registration:

- Print registration information with costs. Then, **enter** that cost into the *Registration Fee field*.

Hotel/Lodging With Costs: Go to the hotel website and begin the process of booking a room. Once the total has been provided for your stay, **print** that page for the RTA Form and **enter** that total cost in the *Lodging field*.

Travel Information With Costs:

If you are DRIVING:

- Print a Google map traveling one-way from your work address to your destination, then double that amount. **Enter** that mileage into the *Mileage field*.
- To find the Travel Expenses: Multiply that number by 0.56, **enter** that cost in the *Travel field*.

IF you are 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.* You can also get estimates for shuttles from the airport site and

Uber/Lyft estimates from their sites **(Print that page for backup)**. Add that estimate to the flight estimate and **enter** that amount into the *Travel field*.

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 allowance total from above and multiply that by the number of travel days (Example: 5 days travel x \$28/day = \$140). You would then **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 your PRINCIPAL and yourself**, please upload the RTA and Supporting Documents to this form [CTE PD Request 2022](#).

If you have any questions or need more details, please feel free to contact me at deandre_curtis@charleston.k12.sc.us or 843-402-7900.