

# 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 0.655, **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 2023](#).

If you have any questions or need more details, please feel free to contact the CTE Support Team @ 843-402-7900.