

## CONFERENCE/COMPETITION CHECKLIST



### STEP 1: GATHER DOCUMENTS

- Print a copy of the conference agenda (specifying dates)
- Print the registration information (showing the cost to attend the event/conference)
- Print the estimate for Hotel/Lodging
- If driving: Print directions using Google Maps (showing mileage from your work address)
- If using airline/bus/train: Print an estimated cost (quote from vendor or website)

*NOTE: if you are flying, you will need ground transportation to and from the hotel/conference. Shuttles and Uber/Lyft are recommended (Print a copy of the estimated cost)*

### STEP 2: COMPLETE THE REQUEST TO ATTEND OFFICIAL MEETING FORM

- Click [HERE](#) to obtain a copy of the RTA form. *(Form will be downloaded to your computer)*
- Complete the first section of the RTA. Leave “Account to be charged and Funding Source” blank
- Complete the “Estimate of Expenses” section for the advisor(s)/employee(s) attending the conference
  - Registration Fee: enter the registration fee
  - Mileage: If applicable, enter the number of miles driven *(taken from the directions above)*
  - Travel: If driving, multiply the number of miles by 0.655 *(for example, 200 miles round trip X 0.655=\$131)*  
If not driving, enter the estimated cost for the flights/bus/train
  - Meals: CCSD allowance for employee meals is \$28 daily in-state and \$36 daily out-of-state
  - Lodging: enter the estimated cost for the hotel
  - Total: enter the total of all expenses above
- Sign and date in the “Originator’s Signature” section
- Obtain approval signature from principal

### STEP 3: COMPLETE THE REQUEST FOR APPROVAL OF FIELD TRIP FORM

- Click [HERE](#) to obtain a copy of the form. *(Form will be downloaded to your computer)*
- Complete all required fields and secure all school-based signatures required

### STEP 4: COMPLETE THE COST BREAKDOWN TEMPLATE

- Click [HERE](#) to obtain a copy of the Cost Breakdown Template *(Form will be downloaded to your computer)*
  - *PRO TIP: USE THE TAB KEY TO NAVIGATE THIS SHEET*
  - Enter the School and Group that is attending the competition
  - Enter the Registration Fee for adults and students along with the number of each attending
  - Enter the hotel estimate per night, the number of nights and the number of rooms for adults and students
  - Enter the appropriate number of in-state or out-of-state meals and number of employees
  - Enter the transportation estimate for adults and students

### STEP 5: SUBMIT ALL DOCUMENTATION TO CTE OFFICE

- Submit ALL DOCUMENTATION via this [FORM](#)