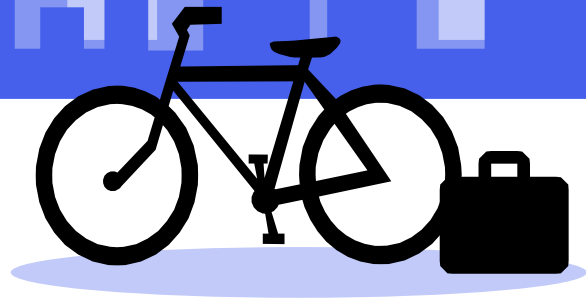


CTE Traveling CHECKLIST



Please use this checklist as a guide to complete the Request to Attend Official Meeting form to attend professional development activities, conferences, field trips, or events.

***The RTA should be submitted as soon as possible, but no later than 15 days prior to leaving*All documents are required**

STEP 1 GATHER DOCUMENTS

- Print a copy of the conference/training agenda or events (specifying dates).
- Print the registration information (showing the cost to attend the event/conference)
- Print the estimate for Hotel/Lodging
- Driving -print a Google Map (showing mileage from your work address to your destination)
- Flying-print an estimated cost of the flight (visit the airline website to obtain the information)

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 (Include a printed copy of the estimates).

FILL OUT THE REQUEST TO ATTEND OFFICIAL MEETING FORM (RTA)

- Click here to obtain a copy of the [RTA form](#)
- Complete the first section of the RTA-Leave "Account to be charged & Funding Source)"-BLANK

- Complete the "Estimate of Expenses" section using the information you gathered in "Step 1"!
- CCSD allowance for meals is \$28.00 daily for in-state and \$36.00 daily for out-of-state (5 days travel X \$28.00 = \$140.00)
- Travel section enter the estimate for the flight/train cost.
- Mileage section enter the reimbursement cost (Multiply the total number of miles by 0.67 i.e., 200 miles round trip X 0.67=\$134)
- Enter the Total for the estimate of expenses (registration fee, mileage, travel, meals, and lodging)

STEP 2- FINAL STEP

- Sign your name where it says" **Originator's Signature.**"
- Obtain the signature of your **Principal.**
- Scan the signed RTA form and backup documents** then submit the file to the [FY 24 Professional Development Request link.](#)