CTE Traveling Oxide 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	Complete the "Estimate of Expenses" section using the information you gathered in "Step 1"!
☐ Print a copy of the conference/training agenda or events (specifying dates).	
☐ Print the registration information (showing the cost to attend the event/conference)	☐ 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)
☐ Print the estimate for Hotel/Lodging	 Travel section enter the estimate for the flight/train cost.
 Driving -print a Google Map (showing mileage from your work address to your destination) 	☐ 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)
☐ 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	☐ Enter the Total for the estimate of expenses (registration fee, mileage, travel, meals, and lodging)
transportation to the hotel and training/meeting	STEP 2- FINAL STEP
venue.	
Shuttles and Uber/Lyft are recommended (Include a printed copy of the estimates).	Sign your name where it says" Originator's Signature."
	 Obtain the signature of your Principal.
FILL OUT THE REQUEST TO ATTEND	$\ \square$ Scan the signed RTA form and backup
OFFICIAL MEETING FORM (RTA)	documents then submit the file to the <u>FY</u> 24 Professional Development Request link.
☐ 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