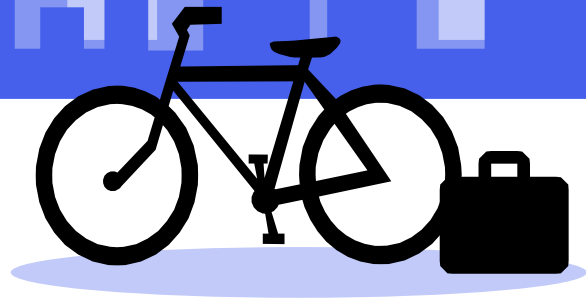


# CTE Traveling CHECKLIST



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 25 Professional Development Request link.](#)