Career and Technical Student Organizations

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**

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County SCHOOL DISTRICT