

## Department of Career Technical Education

### CTSO Sponsor Travel to National Competition Planning Form

The Department of Career & Technical Education congratulates you and your students for qualifying to participate in the national competition(s) for your Career & Technical Student Organization (CTSO). Carl Perkins Career & Technical Education Improvement Act of 2006 Federal Grant funds **may only be used to assist the affiliated chapter advisor to travel with 1st place state winners to CTSSO National competitions.**

Please complete this planning form which will be used to provide you with out of county travel funding. Note that all information and estimates must be provided and completed before funding will be approved. **After funding is approved, it is your responsibility to make arrangements for airline and hotel reservations. Work through your school bookkeeper to book flights, hotel and pay registration using the school's purchasing card. We will reimburse the school for approved hotel, flight and registration expenses. Charges for rental cars will not be approved or reimbursed. This form must accompany the Out of County Leave and Travel Expense Report approved by your school administration, with all requested backup information supporting lodging, airfare and registration costs.**

Advisor Name	School	CTSO Affiliation	Number of 1st Place
Destination (City)	Advisor Home Phone Number		Advisor Cell Phone Number
From (Date)	Time A.M./P.M.	To (Date)	Time A.M./P.M.

#### Planning Worksheet

**Note:** Receipts must be submitted for all expenses *except* meals and mileage.

Day:	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Weekly Total
Date:								
Registration:								
Airfare:								
Lodging:								
Breakfast (\$6):								
Lunch (\$11):								
Dinner (\$19):								
Parking:								
Taxi:								
Tolls:								
Mileage (.575):								
Daily Total:								

Air Carrier Name/ Phone Number	Hotel Name/Phone Number
Hotel Address	

I understand that it is my responsibility to complete an *Out of County Travel Leave and Travel Expense Form* to be received in the Office of CTE no later than 2 days after travel is completed. All expenses must be approved in advance. **Receipts must be submitted for all expenses except meals and mileage. In regards to mileage, a print out of the route you took needs to accompany the paperwork.**

Teacher Signature	Date
Approved: Rachel Rutledge, Director, CTE	Date