



**Office of Career & Technical Education  
CTSO Chapter Advisor Travel to National Competition  
Planning Form**

The Office 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 1<sup>st</sup> place state winners to the CTSO 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 and 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, and all requested backup information supporting lodging, airfare, and registration costs.**

**Chapter Advisor Information**

Advisor Name _____	School _____	CTSO Affiliation _____
Travel to (City) _____	Number of Students Accompanying _____	Advisor Home Phone Number _____

**Dates of CTSO Travel**

From (Date) _____	Time A.M. <input type="checkbox"/> P.M. <input type="checkbox"/>	To (Date) _____	Time A.M. <input type="checkbox"/> P.M. <input type="checkbox"/>
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**Lodging and Airfare**

<b>Lodging</b>			
# of nights _____	Rate per night _____	Name of Hotel _____	Hotel Phone Number _____
Hotel Address _____			<b>\$</b>
			<b>Total Hotel Cost (including taxes)</b>
<b>Airfare</b>			
Air Carrier Name _____	How Purchased (travel agent, internet, etc) _____	Cost of Ticket _____	
<b>Airport Transfer</b>	Estimate of Taxi/Shuttle to/from hotel _____	<b>Total airport transfer</b>	<b>\$</b>
<b>Airport Parking</b>	# Days _____	<b>Total airport parking</b>	<b>\$</b>

**Registration, Meals, Mileage and Miscellaneous**

<b>Registration</b>	<b>Conference Registration Fee</b>	<b>\$</b>	_____
<b>Meals</b>			
<b>Breakfast</b>	# Meals _____	<b>Total @ \$6.00 ea.</b>	<b>\$</b>
<b>Lunch</b>	# Meals _____	<b>Total @ \$ 11.00 ea.</b>	<b>\$</b>
<b>Dinner</b>	# Meals _____	<b>Total @ \$19.00 ea.</b>	<b>\$</b>
<b>Mileage</b>	# Miles driven _____	<b>Total @ \$ .55/mi.</b>	<b>\$</b>

**Total Travel Advance Requested**

<b>The total travel advance I am requesting for travel is:</b>	<b>\$</b> _____
<b>Total</b>	

I understand that it is my responsibility to complete an *Out of County Travel Leave and Travel Expense Form* to be received by Regina Johnson 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.**

**Teacher's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Approved** \_\_\_\_\_ **Date** \_\_\_\_\_

Margaret Lewis, Director, CTE

**Office of Career & Technical Education (CTE)**  
**CTSO Chapter Advisor Travel to National Competition**  
**Chapter Advisor Checklist for Perkins Federal Funds**

	1. Chapter Advisor completes <i>Out of County Leave and Travel Expense Report</i> and obtains approval from school administration.
	2. Chapter advisor provides official documentation of student's First Place results from the appropriate state CTSO competition.
	3. Complete <i>CTSO Chapter Advisor Travel to National Competition Planning Form</i> and submit to Regina Johnson, Office of Career and Technical Education (CTE), including all backup information to support costs for lodging, airfare, and registration. Attach copy of approved <i>Out of County Leave and Travel Expense Report</i> .
	4. CTE approves funding as stated on <i>CTSO Chapter Advisor Travel to National Competition Planning Form</i> and notifies chapter advisor that funding is approved.
	5. Work with school bookkeeper to pay for airfare, hotel and registration using the school purchasing card. Chapter Advisors may not use personal credit card for travel.
	6. School Bookkeeper submits documented expenses for airfare, hotel and registration to Regina Johnson in CTE. CTE provides the accounting string to apply to the purchasing card.
	7. Teacher travels to National CTSO event.
	8. Within two (2) working days after travel is completed, the Chapter Advisor's <i>Out of County Leave and Travel Expense Report</i> is due to Regina Johnson in CTE.