

Teacher Name: _____

Trip Date: _____

School / Program: _____

Date Received by CTE: _____

CTE Travel Paperwork Check List

Teacher traveling with students (less than 60 miles and not overnight)

All paperwork below required 30 business days prior if PO is needed - 10 business days prior if no PO needed:

- [CTE In State Professional Leave Form](#) completed & signed by teacher & site Administrator for any CUSD employee and chaperone (if applicable)
- Travel Expense Claim Certificate
- Verify that any non-CUSD employee chaperone has the proper Clearance (Tier I, II or III) on file
- Event Document (flier/email/itinerary for activity you will be attending that includes date(s), times, fees, location, and other pertinent information)
- Roster of students
- Transportation Request
- [CTE Purchase Requisition](#) completed and signed by teacher & site Administrator (if event has fees involved). A document showing costs should be attached (event doc, quote, registration confirmation, etc.). A copy of the Meeting Minutes (if using Student Activity funds). The Bookstore Manager should assign account codes and print account balance(s) for any student costs. If there are no charges for the advisor to attend, then Bookstore Manager must process purchase request
- Submit all paperwork, along with this check list, to your CTE Administrator's office for approval. The CTE Administrative Assistant will forward **complete** packets to Bridget Heimer for district level approvals and purchase order processing (if applicable) - When multiple schools are traveling together as a group, complete packets should be submitted together by the school arranging transportation

Teacher traveling with students (In state 60 miles or more OR overnight)

All paperwork below required 30 business days prior:

- All paperwork from scenario A, plus:
- [Extended Field Trip Outline](#) (must be typed) completed with costs and supplemental questions included, if applicable
- [Sunday Field Trip Planning Request](#), if applicable
- Submit all paperwork, along with this check list, to your CTE Administrator's office for approval. The CTE Administrative Assistant will forward **complete** packets to Meg Dial for district level approvals and purchase order processing (if applicable)

Teacher traveling with students (Out-of-state)

All paperwork below required 30 business days prior:

- CUSD Out-of-State Field Trip Pre-Planning Form (must be approved by Board before any travel paperwork is submitted)
- [CTE Out-of-State Professional Leave Form](#) (replaces In State Professional Leave) completed & signed by teacher & site Administrator for any CUSD employee and chaperone (if applicable)
- All other paperwork from scenarios A & B
- Submit all paperwork, along with this check list, to your CTE Administrator's office for approval. The CTE Administrative Assistant will forward **complete** packets to Meg Dial for district level approvals and purchase order processing (if applicable)