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**CTE Travel Procedures**

Prior approval is required by the Director on all class field trips, CTSO events and teacher workshops, training and or conferences.

The ***Prior Travel Request***must be completed and submitted (**at least 45 days prior to event**) with a description of how the activity relates to curriculum with an attached agenda to the Director for review and approval. A list of participating students’ names must also be attached.

A copy of the form whether approved or denied will be returned to the requestor. If the ***Prior Travel Request*** has been approved, the ***SCS Field Trip Form***may be submitted. All areas on ***SCS Field Trip Form*** must be completed:

* A description of the activity relating to the curriculum
* An attached itinerary of the event, workshop or activity
* Departure and arrival times
* Teacher(s) and chaperones listed with background checks
* Activity Bus number assigned (call the bus garage to schedule)
* Bus Driver’s name listed

**Leaving blanks will result in delay of BOE approval.**

**No Field Trips are approved for January or May due to review and testing.**

The ***CTE Absence Form*** is used for teacher or staff’s professional development. Please use this form for teacher/staff’s workshops, training and or conferences – ***when students are not participating.***

* A description of the activity
* An attached agenda of the workshop or conference
* Departure and arrival times
* Registration Fee

\*Only state travel subsistence rates (*per diems*) will be approved and reimbursed:

**Meals:** Breakfast $8.40

Lunch $11.00

Dinner $18.90 ($21.60 – out of state)

**Lodging:** $71.20 – in state

$84.10 – out of state

**Mileage:** $.545 per mile