

# Traveling Out of State

- A) Request required 6 weeks minimum prior to travel
- B) Requires grant amendment if not submitted with initial grant application

- Obtain approval from your CTE administration to travel, make sure that funds are available in your high school's allocations.
- Prepare a letter addressed to the System Director and the ISBE Principal Grant Consultant which contains the following information:
  - Name of the conference
  - Dates of the conference
  - Detailed list of expenses and cumulative total
  - Any links to website with information
  - Connections to your classroom curriculum and the value it will be for you and your students for you to attend
- Provide documentation of registration, hotel, and flight with the letter and submit via email to CEANCI
- Once the System Director pre-approves the travel it will be forwarded to the ISBE Principal Grant Consultant for approval.
- If approved by ISBE, you will be notified your travel has been approved and you may move forward with travel plans
- Normal travel reimbursement procedures may be followed after your trip

Reference:

CEANCI System Director: Tabatha Dougherty [t.dougherty@ceanci.org](mailto:t.dougherty@ceanci.org)

CEANCI Principal Grant Consultant: Tricia Campbell