

Out of State Training Process

In state travel is preferred for training and conferences whenever possible. If you have however, budgeted for out of state travel to a conference or other event or if you determine there is an out of state event you think is valuable to attend you need to follow the below steps to ensure that you get proper approvals and adhere to the travel rate limitations and exceptions.

Important Notes:

- DO NOT Register or make any reservations for the conference/training or for any travel until you have received approval from ICJIA.
 - It is vital that you submit your requests to Lacey and Mary as soon as you know you are interested in seeking approval. Minimum of 90 days before the travel is the latest to make a request.
- There is a limit of 3 travelers per request. The purpose is to encourage train the trainer scenario and to help limit costs since in state travel is preferred.
- Hotel rates are determined by the Federal Government for state travel. You can look up the rate for the period of travel by visiting: <https://www.gsa.gov/travel/plan-book/per-diem-rates/>
 - If there is a conference rate at a hotel you can pay this rate as an exception of the federal rates. Just be sure that the confirmation/receipt indicates the reason for the rate.

CHECKLIST		
<input type="checkbox"/>	Out of State Training Request Form	<p>Please fill this out completely.</p> <p>This is the form that will be used to provide Lacey and Mary the information to determine if the travel is appropriate for grant funds. This form will then be provided to the ICJIA legal department for approval.</p> <p>The amounts indicated in this document need to be as close to accurate as possible. Do not forget to include tax when calculating costs.</p>
<input type="checkbox"/>	Flyer or Website for Conference/Training	<p>We need to see a flyer or website for the conference/training. This provides us with additional supporting documentation when seeking approval.</p>
<input type="checkbox"/>	Budget Revision	<p>If you have not already budgeted for the travel or have not budget the correct amounts then you will need to do a budget revision. This revision will not occur until AFTER approval is received from the ICJIA legal department.</p>