Training Support Unit

Out-of-State Travel Request Form

It is the responsibility of the contractor to submit a completed Out-of-State Travel Request Form, with support documentation, to the TSU no less than 45 days prior to the intended date of travel for approval. Please be aware that out-of-state travel forms that have not received prior written authorization from the TSU will not be reimbursed by the State.

To submit for review, e-mail completed form and all relevant documents as attachments to the TSU Contract Manager at: [CWSTrainingQuestions@dss.ca.gov](mailto:CWSTrainingQuestions@dss.ca.gov)

|  |  |  |  |
| --- | --- | --- | --- |
| Traveler Information | | | |
| **Traveler Name** |  | **Traveler Position** |  |
| **E-mail** |  | **Phone** |  |
| **Contract Name and No.** |  | | |
| Event Information Please provide a copy or link to a web posting of the event | | | |
| **Name of Event** |  | **Location of Event** |  |
| **Date of Departure** |  | **Date of Return** |  |
| Justification | | | |
| **What is the purpose of this trip and how does it relate to fulfilling your Scope of Work?** |  | | |
| Estimated Expenses[[1]](#footnote-1) | | | |
| **Airfare** |  | **Lodging** |  |
| **Ground Transportation** **(Taxi, shuttle, car** **rental, etc.)** |  | **Per Diem** |  |
| **Other – Please Explain** |  | | |
| **TOTAL** |  | | |

1. Expenses must reflect the most cost-effective and prudent use of state/federal funds. [↑](#footnote-ref-1)