

Traveling Out of State

6 weeks prior to travel

- Obtain approval from 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 procedures may be followed from this point