

## Tracy Burger

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**From:** Wilkinson, Sue <Sue.Wilkinson@fldoe.org>  
**Sent:** Friday, August 26, 2016 12:48 PM  
**To:** Tracy Burger  
**Cc:** Mary Chance  
**Subject:** RE: Out of state travel

Hi Tracy,

I spoke with our chief, Janice Brown. Please use the department procedures for determining out of state travel for your recipients. I have included an edited excerpt as an example of the tone of the department on out of state travel. The governor has made it clear that he prefers funds be spent in the state and we encourage this. Sometimes the type of activity dictates the best resource is out of state hence the guidance provided.

- Recipient must seek prior approval
- Provide justification including how the travel will benefit the program and/or students directly
- Supports or completes their objectives, deliverables and purpose for which they received funds
- This prior approval of the recipients is part of CFEF's monitoring activities
- Prior approval from FDOE is not required.

### Out-of-State Travel

- Prior approval must be obtained from \_\_\_\_\_ for any out-of-state travel conducted by project staff or district staff who are subcontractors through the project. Proposed travel should be included in the project's budget identifying the conference or meeting, location of the meeting or conference, date of the meeting or conference, number of travelers and their roles and responsibilities with the project. Each budgeted out-of-state conference or meeting must be on a separate budget line item. Approval by \_\_\_\_\_ for budgeted travel is contingent upon whether the justification for travel is relevant to the purpose of the project and supports the delivery of services, products or professional development.

Sue Wilkinson,  
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**From:** Tracy Burger [mailto:tracyburger@cfef.net]  
**Sent:** Thursday, August 25, 2016 4:29 PM  
**To:** Wilkinson, Sue  
**Cc:** Mary Chance  
**Subject:** Out of state travel

Hi Sue,

We understand that out-of-state travel associated with the use of State (Matching Grant) funds require prior approval from the DOE. How should we process these requests from our sub-grantees that may want to send teachers to training or perhaps robotics clubs to competitions? Thank you.



**Tracy Burger**  
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