

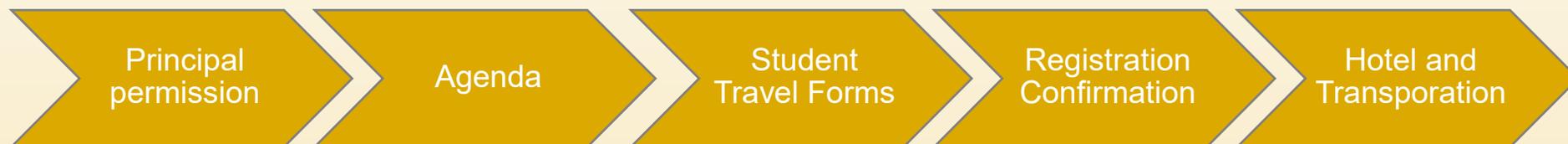
*The Campus Business Manager will upload completed documents to the CCMR request link.

Campus Business Manager: When you enter the CCMR Service Request, please select "CTE Purchase" from the type of support dropdown menu.

**Only applicable to State/National and International Contest.

Before the Contest Paperwork

The following paperwork must be completed six (6) weeks before the competition or due date of payment.



- Campus Principal must confirm students can attend the event before student travel forms are sent out.

- Create a detailed agenda including departure, return time, date, and hotel information.

- Every student attending the event must have a signed student travel form submitted to the advisor.
- Advisor must keep documents with them during trip.

- Confirmation must include all competitors.

- The list must include all travelers.
- Request travel card (if needed)

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After the Contest Paperwork

The following paperwork must be submitted seven (7) days
after the competition.

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graph LR; A[After Contest] --> B[Share Contest Results]; B --> C[Receipts]
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After
Contest

- Return travel card (if applicable).

Share
Contest
Results

- List all student's competition results.

Receipts

- Submit travel receipts. May Include:
 - Registration
 - Hotel rooms (must show an itemized list of each room)
 - Parking
 - Gas

*The Campus Business Manager will upload completed documents to Perkinsgrant_assets@houstonisd.org email address.