Department of Education

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# **CAREER AND TECHNICAL EDUCATION MEMO NO. 238-24**

**DATE:** April 3, 2024

**TO:** CTE Administrators

**FROM:** Dr. J. Anthony Williams, Director

Office of Career, Technical, and Adult Education

## SUBJECT: Federal Perkins Funds Guidance for Early Registration Costs, Hotel Deposits and Travel Costs for 2024 Summer Conferences

Guidelines are being provided for the use of federal funds pursuant to the Strengthening Career and Technical Education (CTE) for the 21st Century Act for school year (SY) 2023-2024 to pay for allowable summer conference expenses which occur after the expenditure obligation deadline of June 30, 2024. The allowable expenses are as follows:

1. early conference registration fees;
2. hotel deposit limited to reserving the first night lodging rooms (unless the hotel requires the full lodging amount with the registration); and
3. airline and/or train transportation costs (to secure lower fares).

This guidance applies to conference travel expenses incurred by (1) CTE administrators and teachers; and (2) eligible students and advisors participating in Career and Technical Student Organization (CTSO) conferences. Please note, Perkins funds may only be used for travel expenses of students and their advisors participating in CTSO conferences if the student is a member of [special populations](http://www.doe.virginia.gov/instruction/career_technical/administration/perkins/definitions-special_populations_and_nontraditional.pdf) or a participant in [non-traditional career fields](http://www.doe.virginia.gov/instruction/career_technical/administration/perkins/definitions-special_populations_and_nontraditional.pdf).

**REQUIREMENTS:**

1. Professional development conferences and allowable travel costs must be listed and budgeted in the current SY 2023-2024 approved CTE Local Plan and Budget.
2. Remaining obligated and unpaid conference and travel costs must be budgeted in the SY 2024-2025 CTE Local Plan and Budget application.

If you have questions or need additional information, please contact Bill Hatch, Associate Director for Program Administration and Workforce Development, Office of Career, Technical, and Adult Education at CTE@doe.virginia.gov or at (804) 625-3592.

JAW/jts