



Interstate Technology & Regulatory Council

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ITRC Extended Stay and Stopover Travel Request Policy & Request Form October 2026

All travelers already approved for travel reimbursement by ITRC can extend their dates of travel before or after approved travel dates, and/or stopover at other locations prior to or after the event for non-ITRC business or personal travel.

Travelers approved for ITRC reimbursement and **using air or train transportation** must complete this form and receive approval for any extended stay and stopover travel prior to making travel arrangements.

- ITRC travelers must submit a cost-comparison with two documented non-refundable airfare or train ticket quotes:
 1. Airfare or train ticket quote for direct travel to and from your home/work location and the event location during the approved dates for travel, and
 2. Airfare or train ticket quote for requested extended or stopover travel with dates and locations.
- ITRC will approve travel reimbursement expenses for your airfare or train ticket up to the lowest cost of the two submitted quotes.
- Travelers will only be reimbursed for eligible travel expenses for the number of travel days/hotel nights indicated in the ITRC announcement of the sponsored event.
- All personal expenses for hotels, meals, and other travel expenses related to the extended stay or stopover travel are not eligible for ITRC reimbursement.

ITRC will not reimburse you for your travel expenses if you make an extended stay or stopover trip and fail to complete this form and receive approval prior to your travels.

ITRC's Travel Policy and Reimbursement Guidelines are accessible at <https://itrcweb.org/events/travel>.

Please contact Carolyn Sistare (csistare@ecos.org) if you have any questions about ITRC's Travel Policy or submitting this form.

Vivek Mathrani
California Department of
Toxic Substances Control
ITRC Co-Chair

Paula Panzino
Arizona Department of
Environmental Quality
ITRC Co-Chair

Charles Reyes
ITRC Director

ITRC Extended Stay and Stopover Travel Request Form

Complete this form and save copies of the supporting documentation you used to create cost estimates. Submit a signed completed form with supporting documentation to Carolyn Sistare (csistare@ecos.org) for approval. Decisions and requests for additional information will be sent to your email address within 2 business days. Please contact Carolyn Sistare if you have not received a decision after 2 days.

Name:	
Agency:	
Email:	
Phone:	
Event:	
Approved Event Travel Dates:	
Requested Travel Dates:	
Cost of Airfare or Train Ticket for Approved Travel Dates:	
Cost of Airfare or Train Ticket for Requested Travel Dates:	

Member Signature & Date:

ITRC Office Use Only

Airfare/Train ticket reimbursement approved up to:

Approved by: