Justification for Out-of-State Travel

1. **Why was the person(s) scheduled to go selected?**

2. **How many out-of-state- trips has this person(s) made this year (State Fiscal Year)?**

3. **Who is paying?**

4. **What will we be able to do after the conference/event that we cannot do now?**

5. **What are the consequences of not going?**

6. **What are the plans to share the information received with other staff, division field, or subgrantees (if applicable)?**