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)?