



PRIOR APPROVAL REQUEST FOR OUT-OF-STATE TRAVEL

This request should include the costs for all attendees funded by the grant to attend the conference. Request should conform with Federal and State regulations, and the organization's travel policy. Use of federal funds is allowable ONLY for permanent employees and volunteers (VOCA), funded by the grant.

Agreement Description: _____

Agreement ID: _____

Conference Name: _____

Conference Dates: _____

Place of Conference: _____

Briefly explain purpose of the conference, reason for attending, and how it relates to your grant. Provide supporting documentation (agenda, brochure, etc.)

Attendees:

Employee Name	Title

Budgeted costs:

Registration fees total: _____

Lodging total cost: _____

Subsistence total cost: _____

Transportation total cost: _____

Other fees directly related: _____

Note: A detailed breakdown of all costs per employee must be provided separately, reimbursement request must be submitted after travel is completed.

Submitted by: _____ Date: _____

GCC official use only	
<input type="checkbox"/> Approved	Comments:
<input type="checkbox"/> Denied	Reason for denial:
Date:	Signature: