



PRIOR APPROVAL REQUEST FOR ATTENDING AN OUT-OF-STATE CONFERENCE

General travel costs (transportation, lodging, subsistence, and other related expenses) are allowable with the prior written approval of the GCC, when they are specifically related and beneficial to the grant. This request should include the costs for all attendees that are being funded by the grant to attend the conference. Request should conform with Federal and State regulations, as well as, the organization's travel policy.

Project Number: _____ **Project Name:** _____

Use of federal funds is allowable **ONLY** for permanent employees (and volunteers - VOCA), funded by the grant.
First and Last Name of the Attendee(s) and Role in the Project:

Name of the conference: _____

Dates of the conference: _____

Address of the conference: _____

Purpose of the conference and justification for participation (how is attending the conference beneficial to the project?). Please attach any available supporting documentation (program flyer, agenda, brochure, etc.):

BUDGETED COSTS:

Transportation costs (Please list separately all that apply: airfare, mileage, car rental, other): _____

Lodging costs: _____

Subsistence costs: _____

Registration fees: _____

Other fees (related directly to the conference): _____

Submitted by: _____ **Date Submitted:** _____

OFFICIAL USE ONLY

GM Approved GM Denied GM Signature/Date _____

Reason for denial: _____