



# 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.

Project Name: \_\_\_\_\_

Project Number: \_\_\_\_\_

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	Reason for denial: _____
<input type="checkbox"/> Denied	
Date: _____	Signature: _____