



Travel Justification

Traveler Name

Phone

Email

Date of Travel

Total Amount of Travel

PR#

Please describe how this travel relates to your Title III Activity. State the objective first, then provide justification/purpose.

Travel Checklist:

Travel was budgeted in your original proposal

Lodging

Registration completed

Mileage

Meals

Airfare

Baggage

Parking

Taxi

State Car

Signature of Traveler

Signature of Immediate Supervisor

If all items are not completed, your Travel will be held until completion.