TITLE III TRAVEL JUSTIFICATION FORM

Title III Project Name: ________________________________  Project No.: __________

Grant Year: ________________________________

Traveler Name: ________________________________  Traveler Title: ________________________________

Name of Convention/Conference/Meeting/Workshop: ________________________________

Location of Convention/Conference/Meeting/Workshop: ________________________________

Dates of Convention/Conference/Meeting/Workshop: ________________________________

Purpose for Attendance: (check which apply)  Presenter [ ]  Participant [ ]

What is the focus of the meeting? ________________________________________________

List the project objective this Convention/Conference/Meeting/Workshop will help to accomplish? ________________

List the sessions and corresponding objectives that are applicable to your Title III Activity? ________________

How will the information obtained during this travel impact your CAU Title III Activity objective? ________________

Total Anticipated Cost: $__________________  Amount requesting from Title III: $__________________

Participant’s Signature  Date

Project Director’s Signature  Date

Title III Executive Director’s Signature  Date