

## 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