

## **OUT-OF-REGION TRAVEL JUSTIFICATION**

- 1. How many staff members from your school or department are attending the conference? What is the justification for more than two staff attending?**

- 2. What is the purpose of this conference? (Attach the agenda to Request to Attend Form).**

- 3. What do you anticipate the benefit will be to Richland One by attending this conference?**

- 4. How will the information learned at this conference be shared with other Richland One staff?**

- 5. Will you be using a rental car? If yes, why?**