

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?