

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?**