**Career Pathways Grant – Travel Approval Form**

Instructions: Please complete the form below if you are requesting to use FY 2021 Career Pathways Grant funds to support out of state travel. All requests for out of state travel must be clearly identified in the FY 2021 budget detail and narrative. All out of state travel must be approved by EEC prior to travel date and booking. No travel will be approved without the completion of a Travel Approval Form. Note: multiple staff may be included on the same Travel Request Form provided the travel is for the same event. A separate Travel Request Form must be completed for multiple events.

|  |  |  |
| --- | --- | --- |
| **1. Date of Request:** | **2. Grantee Name:** | **Date(s) of Event:** |
| **4.** **Date(s) of Travel:** | **5. Event Title and Location:** | |
| **6. Name(s) and Position Title(s) of Traveler(s):** | | |
| **7. Travel Itinerary and Justification:** Indicate how attendance to this event by this individual or individuals will support the Career Pathways Grant. Attach supporting documentation including agenda, registration form, etc. | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **8. Expenses:** (Provide a breakdown of costs) | **Personal Funds** | **Community College Funds** | **Career Pathways Grant Funds** | **Other State or Federal Funds** | **Other Funds** |
| **Transportation:** (Check all that apply)  🞎Rail 🞎Bus 🞎Airfare  🞎Car 🞎Personal 🞎Rental  🞎Taxi 🞎Other: (specify): |  |  |  |  |  |
| **Lodging:**  (Identify Name, location, and per night cost) |  |  |  |  |  |
| **Meals:** (Identify per meal reimbursement allocation) |  |  |  |  |  |
| **Other:** (Please list) |  |  |  |  |  |
| **Sub Total(s):** |  |  |  |  |  |

**GRAND TOTAL: \_\_\_\_\_\_\_­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**