**Request to Attend an Out of State Event**

**Instructions:** Complete the below questions and submit this form along with any supporting documents to Lacey Pollock [Lacey.Pollock@illinois.gov](mailto:Lacey.Pollock@illinois.gov) for review and approval from the ICJIA legal department.

Type of Event:

**Conference**  **Other**

**Training Event Please Describe:**

|  |  |
| --- | --- |
| ***Part I.* Who is submitting this request?** | |
| **Grant Award Number:** | **Person Submitting Form:** |
| **Implementing Agency Name:** | **Contact Number:** |

|  |  |  |  |
| --- | --- | --- | --- |
| ***Part II.* Who will attend this event?** (*staff, MOU partners, local judges, other community stakeholders...include name, title, and organization of* ***all*** *participants*)  Reminder: There is normally a limit of 3 travelers. If you request additional travels approval is not guaranteed. | | | |
| **Name** | **Title** | **Organization** | **Active Member in your Local Council?** |
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| ***Part III.* What is the training event you are requesting to attend?** (*include a brochure or website link if available…identify training by name, dates, venue and sponsoring organization.*) | | | |
| **Title** | **Organization** | **Date(s)** | **Location (City, State)** |
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|  |  |  |  |
| **Website Link:** | | | |
| **Registration Deadline:** | | | |

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| ***Part IV.* What is the estimated cost for attending this event?** *(provide quantity and detailed explanation of expenses, (i.e, per diem, registration fees, and # of participants) \*\*Note: Lodging Expenses must adhere to federal rates unless there is a special rate at the hotel for the event/conference.* | | | |
| **Travel Start Date:** | xx/xx/xxxx | **Travel End Date:** | xx/xx/xxxx |
|  | | | |
| **Type of Expense** | **Cost** | **Quantity** | **Total Cost** |
| *Ex. Registration Fee* | *$100* | *3* | *$300* |
| Airfare |  |  |  |
| Car Rental |  |  |  |
| Lodging |  |  |  |
| Per Diem |  |  |  |
| Registration |  |  |  |
| Other: |  |  |  |
|  |  |  |  |
|  |  | **Total Costs to Attend** |  |

***Part V.***

1. ***What is the purpose of the travel?***
2. ***Describe how this training event relates to the goals and objectives of your grant award and how your project and/or community will benefit from attending this training event.***
3. ***What consequences, if any, will exist if your request is denied?***
4. ***Please provide any additional information necessary to justify the exception.***