



TRAVEL JUSTIFICATION

Employee:

Conference:

Location:

Dates:

What is the conference, who is providing it and why is it considered a quality conference?

Who is attending, and why?

What is the data that tells you this conference is necessary and how it aligns to your goals?

What specific sessions will be attended?

What are the plans to bring the knowledge back into action once back at school?

What data do you see changing as a result of this conference?