

Travel Justification Form

In accordance with Travel Guidelines dated June 1st, 2021, all events, including meetings, which necessitate travel, must have Cabinet-Level approval. Please complete the form below and attach with required trip documentation.

Date: _____ **Processor:** _____

Department: _____ **Trip Number:** _____

Total cost of travel: _____

Fund/Cost Center: _____ / _____ **WBS Element:** _____

Briefly describe the purchase: _____

Give justification as to why travel cannot be delayed or conducted via Zoom or other comparable service: _____

Submitted by: _____ Title: _____

(must be approved and signed below by)

Cabinet Member Representative Title: _____

For VCF use only:

APPROVED PO#: _____ Date: _____ Initials: _____

DENIED Date: _____ Initials: _____