

# Travel Request Supplemental Questionnaire

Name:

Department:

Date of travel:

Destination:

## 1. Why are YOU going?

Example 1: This conference is specifically designed for Chief Instructional Officers (CIOs) which is part of my job duties.

## 2. How does the District benefit?

Example 1: Initiatives like Student Success and Support Program (SSSP), Student Equity (SE), Basic Skills, Adult Education Block Grant (AEBG) and Accreditation requirements are unveiled at this meeting.

\*Please submit this form to your component Vice President for review and retention.