

Travel Request Supplemental Questionnaire

Name:

Department:

Date of travel:

Destination:

1. Why are YOU going?

Example 1: This conference is specifically designed for CIOs which is part of my job duties.

2. How does the District benefit?

Example 1: Initiatives like SSSP, SE, Basic Skills, AEBG and Accreditation requirements are unveiled at this meeting.

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