



Adult Education Out-of-State Travel Form

Purpose

The Michigan Department of Labor and Economic Opportunity – Workforce Development (LEO-WD) requires all state and federal adult education fiscal agents and providers to receive prior approval before using grant funds for out-of-state travel. This is to ensure adult education funds are being used reasonably and participation of the individual is necessary for the federal and/or state award.

Section 1: Provider Information

Date of Request (MM/DD/YYYY): _____	Requested by: _____	Adult Education Program Name: _____
--	------------------------	--

Section 2: Event Information

Title of Out-of-State Event: _____	Date(s) of Event (MM/DD/YYYY - MM/DD/YYYY): _____ - _____	
Event Location: _____	Event City: _____	Event State: _____
Purpose of Attending Event: _____		
Name(s) & Position(s) of Staff Attending: _____ _____ _____		
Total Number of Staff Attending: _____	Cost per Staff Member: \$ _____	Total Cost of Event: \$ _____

Itemized Breakdown of all costs: airfare, lodging, meals, registration, taxi, etc. (e.g., Airfare \$700, Lodging \$89 (x3 days), Meals \$30 (x3 days), Registration \$180 (x2), Taxi \$18 (x2)).

Item	Cost	Quantity	Total
Airfare	\$ _____	_____	\$ _____
Lodging	\$ _____	_____	\$ _____
Meals	\$ _____	_____	\$ _____
Registration	\$ _____	_____	\$ _____
Taxi	\$ _____	_____	\$ _____
Other: _____	\$ _____	_____	\$ _____

Section 3: Justification

Please provide the justification for why it is necessary for all of the above-named staff members to attend this training, and how this travel supports a specific activity outlined in your grant application(s).