

**JUSTIFICATION OF INTERSTATE TRAVEL REQUEST
(THIS FORM IS TO BE ATTACHED TO THE INTERSTATE TRAVEL REQUEST)**

<p>How will attendance at the event benefit The Department of Human Resources?</p>

<p>How will the employee's job performance be enhanced by attendance of the event?</p>

<p>Is the attending staff member making a presentation at the event ? (If yes, attach a copy of the agenda to this form)</p>	<p>Yes</p>	<p>No</p>
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<p>Is the attending staff member an elected official of the sponsoring organization? (If yes include the elected position within the organization below) Elected Position:</p>	<p>Yes</p>	<p>No</p>
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*****NOTE*****

ALL REQUESTS SHOULD BE SUBMITTED TO THE DIVISION DIRECTOR'S OFFICE AT LEAST THREE WEEKS PRIOR TO THE DATE OF THE REQUESTED TRAVEL TO ALLOW FOR REVIEW & APPROVAL BY THE DIVISION DIRECTOR, AND REVIEW & APPROVAL BY THE DEPARTMENT OF HUMAN RESOURCES, OFFICE OF AUDITS.

THE ABOVE PROCEDURES APPLY TO ALL OUT OF STATE TRAVEL, NO MATTER WHAT THE FUND SOURCE, OR IF THE COST IS PAID BY ANOTHER AGENCY. ALL ESTABLISHED PROCEDURES AND APPROVALS FOR PAYMENT OF TRAVEL BY OUTSIDE AGENCIES REMAIN IN PLACE.