



### Title III

## Workshop Attendance Authorization Form

(Please submit this form 30 working days prior to travel and before submitting into Chrome River)

<b>Date:</b>			
<b>Check one:</b>	<b>Faculty</b> <input type="checkbox"/>	<b>Staff</b> <input type="checkbox"/>	<b>Administrator</b> <input type="checkbox"/>
<b>Name (print):</b>		<b>Title (print):</b>	
<b>Department:</b>		<b>Phone #:</b>	
<b>Supervisor/Manager Name (print):</b>		<b>Title:</b>	
<b>Employee Status:</b>	<b>Full-time</b> <input type="checkbox"/>	<b>Part-time</b> <input type="checkbox"/>	
<b>Name/Title of Conference/Workshop:</b> (attach all supporting documents such as brochure, agenda, conference document(s), link)		<b>Amount Requested:</b>	
<b>Date(s) held:</b>		<b>Location:</b>	
<b>Justification for Attendance/Benefit to University</b>			
1. (Select only one answer to the question) Is the workshop or conference because...			
A. <input type="checkbox"/> It's a requirement or essential for my current position			
B. <input type="checkbox"/> It's an enhancement to or for further development in my current role			
C. <input type="checkbox"/> I am preparing for a new role within the <b>same</b> department			
2. Describe how knowledge/skill will be used to assist you in your current or future position.			
3. If you did not select "A, B or C" for question #1, explain the need to attend the conference/workshop.			

### Travel Request Approval

_____ Signature of Traveler	_____ Date	_____ Signature of Title III Activity Director	_____ Date
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_____ (For Staff & Administrators) Signature of Supervisor	_____ Date	_____ (For Faculty) Signature of Chairperson	_____ Date
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_____ (For Faculty) Signature of Dean	_____ Date
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_____ (For Staff & Administrators) Signature of V.P.	_____ Date	_____ (For Faculty) Signature of Provost & V.P. for Academic Affairs	_____ Date
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_____ (Signature of Title III Director)	_____ Date
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<b>Title III Action</b>		
<input type="checkbox"/> <b>Awarded</b>	<b>Date:</b>	<b>Amount:</b>
<input type="checkbox"/> <b>Denied</b>	<b>Date:</b>	<b>Reason for denial:</b>