



## Division of Grants Administration

### Request for Specific Expenditure Approval: Out-of-State Travel

The costs of out-of-state travel have been determined to have a programmatic purpose for this federal or state grant program and are specifically authorized in the program guidelines.

You must have specific approval to use these federal or state grant funds for out-of-state travel. Complete this form and submit it with your grant application to request specific approval to expend federal or state grant funds on the costs of out-of-state travel.

Limit one request for specific approval per form.

Name of Federal or State Grant

Name of Grantee

County-District #

Date

### Description of Proposed Out-of-State Travel

Destination

# of Travelers

Is travel a requirement of the federal or state grant program?

Describe the purpose of the out-of-state travel.

Describe how the out-of-state travel relates to the grant responsibilities of the traveler(s).