**A blue circle with a red and blue logo

Description automatically generatedCONFERENCE**

**JUSTIFICATION AND FREEZE FORM**

|  |  |  |  |
| --- | --- | --- | --- |
| Employee Name: |  | Trip # |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Employee No. |  | Title: |  |

|  |  |
| --- | --- |
| Division/School Name: |  |

|  |  |
| --- | --- |
| Name of Conference: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Conference Location: |  | Date(s) of Travel: |  |

|  |  |
| --- | --- |
| How many conferences have you attended this fiscal year (July -June)? |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Are you planning to attend any other conference besides this one this fiscal year (July-June)? | | | | |
| Yes  No | If yes, how many more |  | when? |  |

|  |  |
| --- | --- |
| Will a substitute be required to cover your absence? | Yes  No |

|  |  |
| --- | --- |
| 1. **How will this travel request be paid?** | Choose an item. |

|  |  |
| --- | --- |
| If paid by third party specify who and why? |  |

|  |
| --- |
| 1. **What happens at this training/conference?** |
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| 1. **How will this training/conference have a direct impact on your work?** |
|  |

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| --- |
| 1. **Why is it essential that you attend?** |
|  |