

# JOB-RELATED TRAVEL JUSTIFICATION

## SPECIAL REVENUE FUNDS MANAGEMENT

Campus/Department	
Event Name*	
Location	
Event Date	

Please attach completed **Job-Related Justification Form** to both the Registration requisition and all as associated expense reports.  
\*If Out-of-State, please ensure this event is on the Special Revenue Funds Management webpage as an Approved Conference.

Explain how this event will professionally aid your position in the implementation of the activities of your campus/department.

*Respond here:*

*Additional Justification here (if needed for various positions)*

By signing this document, I certify that all the above information is true and correct. Further, upon request from any internal or external auditing agency, I will provide additional information and documentation.

Position(s)	Name(s) of Participant(s)	Signature(s)