

MEETING ATTENDANCE REQUEST

1. Name of Employee: _____
2. Duty Station: _____
3. Name of Meeting: _____
4. Date(s) of Meeting: _____
5. Location of Meeting: _____
6. Registration Fee: _____
7. Purpose and justification of employee's attendance:
8. Request: ☐ Government Time/Personal Expense
☐ Government Time/Government Expense
9. If travel authorization is necessary, attach a completed Travel Information Sheet.

Requesting Employee

Date

Approving Official

Date

*State Conservationist

Date

*** - State Conservationist signature is required on all out of state travel and any national meetings or conferences.**