

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.**