



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

You must justify your plans to use these federal grant funds for the program-related out-of-state travel. Complete and submit this document to SIDivision@TEA.Texas.gov

Name of Federal Grant

Select Region Number

Date:

1. Describe of purpose of Program-Related Out-of State Travel. Include the title of the conference/workshop and a short description of how the ESC will use the learning to support School Improvement engaged campuses.

2. State the traveler(s) and describe how the program-related out-of-state travel relates directly to the grant responsibilities of the traveler(s). In this section please provide a cost breakdown of costs for this travel request

3. Describe the goals of the ESC in regards to this travel. How will the ESC measure success of the purpose and/or outcomes of the travel?