Conference Request Form

Conference Information	
Requesting agency/Department	
Conference name	
Conference location	
Conference dates	
Conference start time and end time	
Purpose Please provide justification for the conference. In addition to explaining the conference's overarching goals and objectives, please detail why federal grant funds should be spent on personnel attending the conference.	
Eligibility Please explain how does this conference directly relate to the transportation of hazardous materials?	
Attendee Information	
Attendee Please include the name and title of the conference attendee	
Please include a brief conference attendee's job description	
Please explain how attending the conference will benefit the agency/department or the attendee (i.e. will going to the conference improve the attendee's ability to perform their assigned tasks etc.).	
Expenditure Information	
Hotel Please include name of hotel, note if hotel is hosting the conference, the cost per night, and the number of nights required	
Conference registration fees Please include cost of registration and note if an "early bird" registration fee is an option	

Mode of travel: Air Please include transportation to and from airport/conference venue & baggage fees, if required	
Mode of travel: Automobile Please include if vehicle is government/personal, the number of miles anticipated by utilizing MapQuest (or similar application), the anticipated fuel costs, and the parking costs at hotel/conference venue	
Car rental* Please include the car rental cost, the number of miles anticipated by utilizing MapQuest (or similar application), the anticipated fuel costs, and the parking costs at hotel/conference venue *****Car rentals are not allowed if staying at conference hotel	
Mode of travel: Bus or train Please include cost of ticket and transportation to/from depot/hotel/conference venue, if required	
Per diem Please include the rate of per diem and the number of days on travel status	