



**Division of Grants Administration
Justification of Specific Expenditure:
Program-Related Out-of-State Travel
School Year 2019-2020**



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 program-related out-of-state travel. Complete this form and submit it with your grant application to provide justification of your planned expenditure of federal grant funds on the costs of program-related out-of-state travel.

Limit one justification per form.

Out-of-state travel **may not** be booked until the district receives the Notice of Grant Award (NOGA) from TEA.

Name of Federal Grant

Name of Grantee County-District # Date Submitted

Description of Proposed Program-Related Out-of-State Travel

Destination # of travelers Is travel a requirement of the federal grant program?

Describe the purpose of the program-related out-of-state travel.

Describe how the program-related out-of-state travel relates to the grant responsibilities of the traveler(s).

Describe the specific need, as identified in your comprehensive needs assessment; that this out-of-state travel addresses.