

# Out of State Travel Request Form

**Instructions:** This form is to be used when requesting approval to use state grant funds to travel out of state for professional development or other grant-related activities. Incomplete travel requests will be returned without action. **Submit to Grants.PELSB@state.mn.us**

## Identification Information

**Grantee Name**

**Contact**

**Phone**

**Email address**

**Conference Name/s with City and State Destination/s Departure and Return Dates and information link/s**

**Name(s) and position(s) of those traveling**

**Estimated Cost per person** \_\_\_\_\_

**Total Cost for All Out of State Travel Requested** \_\_\_\_\_

**Please also include a written summary addressing the following questions with this request:**

- 1) How does the conference benefit or align with your approved grant work?
- 2) Is this type of conference/event/training/workshop unavailable in Minnesota?
- 3) Explain how the conference will address the opportunity/achievement gap for students of color and American Indian students and/or benefit teachers of color and Indigenous teachers.
- 4) What outcomes and results are you expecting to gain from the conference/s?

**Approval granted? Y/N** \_\_\_\_\_

\_\_\_\_\_

**Yelena Bailey. Ph.D.**

Executive Director

**Professional Educator Licensing and Standards Board**

1021 Bandana Blvd. E., Suite 222

Saint Paul, MN 55108-5111

651-539-4196

[mn.gov/pelsb](http://mn.gov/pelsb)