



CONFERENCE JUSTIFICATION AND FREEZE FORM

Revised 09/18/25

Employee Name: _____ Trip # _____

Employee No. _____ Title: _____

Division/School Name: _____

Name of Conference: _____

Conference Location: _____ Date(s) of Travel: _____

Is this a mandatory training/conference? ☐ Yes ☐ No

What will be your role at this conference? _____

If you are a presenter, provide title of presentation: _____

How many conferences have you attended this fiscal year (July -June)? _____

Are you planning to attend any other conference besides this one this fiscal year (July-June)?

☐ Yes ☐ No If yes, how many more _____ when? _____

Will a substitute be required to cover your absence? ☐ Yes ☐ No

1. How will this travel request be paid? _____

If paid by third party specify who and why?

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2. What happens at this training/conference? (300 character limit)

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3. How will this training/conference have a direct impact on your work? (300 character limit)

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4. Why is it essential that you attend? (300 character limit)

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Please limit the justification to a single page. No additional pages will be accepted.