

# Out-of-State Request Form

Adult Education and Literacy Federal and State Grants



**COLORADO**  
Department of Education

## Purpose

CDE requires Adult Education and Literacy (Federal and State) sub-grantees to receive prior approval before using grant funds for out-of-state travel. This is to ensure that the funds are being used reasonably.

Date of Request: \_\_\_\_\_

Program Name: \_\_\_\_\_

Requested by: \_\_\_\_\_

Title of out-of-state event: \_\_\_\_\_

Date(s) of event: \_\_\_\_\_

Event location: \_\_\_\_\_

Purpose of attending the event:

Staff Attending (names and positions)

Cost per staff member: \_\_\_\_\_

Total cost of the event (include an itemized breakdown of all costs)

Please provide justification for why it is necessary for all of the above named staff members to attend this training, and how this trip supports a specific grant activity outlined in your grant application.