

# Travel Justification Examples

## Conference Travel

I am traveling to DESTINATION from DATE TO DATE to attend the NAME OF CONFERENCE. I am presenting a poster/talk titled “NAME OF POSTER, TALK or PRESENTATION” based on research findings from the NICKNAME OF GRANT project. This trip directly benefits the NICKNAME OF GRANT by presenting this related research data, and/or research results and/or because I’m meeting with project collaborators during the conference or describe some other direct benefit.

## PI Meeting Travel

I am traveling to DESTINATION from DATE TO DATE to attend the required PI Meeting for the NAME OF GRANT project. This meeting is necessary to the success of this project because it brings together the collaborators to review findings and come to agreements about the best research path forward (or whatever other direct benefit the meeting brings).

## Facilitating PD Curriculum Travel

I am traveling to DESTINATION from DATE TO DATE to facilitate the dissemination/development of the NAME OF CURRICULUM PD Curriculum that is being created directly in support of the NAME OF GRANT project by presenting/doing/learning NAME THE ACTIVITIES. This development activity is a direct aim and expectation of this project.

## Invited Presentation/Talk Travel

I am traveling to DESTINATION from DATE TO DATE because I have been invited to give a presentation/talk titled “NAME OF PRESENTATION/TALK” at NAME OF INSTITUTIONAL HOST. The content of this presentation/talk was directly developed under the research conducted on the NAME OF GRANT project and this opportunity meets the requirements and expectations of this project.

## Remote Worker to CU Boulder Travel

I have to been asked to travel to the University of Colorado in Boulder, CO from DATE TO DATE by my supervisor, NAME OF SUPERVISOR. During this trip I will be NAME THE ACTIVITIES in support of the NAME OF GRANT project. These activities will directly fulfill the aims and objectives of this project and it is necessary that it be done in person.

## Field Research/Data Collection Travel

I am traveling to DESTINATION from DATE TO DATE in order to perform NAME THE ACTIVITY in support of the NAME OF GRANT project. These activities are necessary and will directly fulfill the aims and objectives of this project.



Museum of Natural History  
UNIVERSITY OF COLORADO BOULDER