

# MN WAP T&TA Authorization for Out-of-State Travel

The Department of Commerce requires pre-approval for all Service Providers using DOE Training and Technical Assistance (T&TA) funds for out-of-state travel to attend a conference or training event. Please provide the information requested on this form as well as any additional materials.

- Describe or provide the program or conference agenda, date(s) and location for the specific training requested. You may also fax or email additional materials, including web sites links.  
\_\_\_\_\_
- Provide the name and job title of each person you are requesting to attend the training event.  
\_\_\_\_\_
- Provide a preliminary budget for registration, hotel, food, travel and other incidental costs.  
\_\_\_\_\_
- Is this event outlined in your approved T&TA work plan and budget submitted to Commerce? If not, have you reviewed your T&TA budget to ensure funding is available for this and all other necessary T&TA activities? You may attach additional pages for this, if needed.  
\_\_\_\_\_
- Please provide a short justification of the travel request for each person to attend. This should include how the training pertains to the individual attendees' job duties within the weatherization program and/or their training role with Service Provider co-workers.  
\_\_\_\_\_
- It is important that staff attending out-of-state training events 'bring back' information they have learned as well as materials or techniques they have acquired. Please describe how your organization will meet this requirement. [An example would be a training session held for all staff members with those who attended the out-of-state event leading the training.]  
\_\_\_\_\_

Service Provider WAP Coordinator (sign) \_\_\_\_\_ Date \_\_\_\_\_

Commerce WAP Supervisor (sign) \_\_\_\_\_ Date \_\_\_\_\_

Approved \_\_\_\_\_ Denied \_\_\_\_\_