

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.

1. 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.
2. Provide the name and job title of each person you are requesting to attend the training event.
3. 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 or their training role with Service Provider co-workers.
4. Provide a preliminary budget for registration, hotel, food, travel and other incidental costs.
5. 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.
6. 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.]

SP WAP Coordinator _____

Date _____

Commerce WAP Coordinator _____

Date _____