Department Name

Event:

Official Host: (staff member’s name)

Date:

Time:

Location:

Justification Statement:

The business purpose of the … (list the specific meeting/event/workshop etc.) was …. The specific education benefit to students was… Please see the attached for additional information (e.g. agenda/flyer).

List of Attendees:

Either list the attendees here; or attach a separate list.

\*Must include relationship to University.