



VIRTUAL CONFERENCE JUSTIFICATION FORM

Name:

ID#:

Address:

Conference Title:

Conference Location:

Conference Purpose:

Conference Date:

What funds will be used/Budget Number:

Justification: Please describe how you feel this conference will benefit your class, students, the college, etc.:

Approved Yes No

Supervisor/Dean Signature:

Date:

Approved Yes No

Vice President Signature:

Date:

Approved Yes No

President Signature:

Date: