

Travel Justification

This form is used to supplement and expedite the travel funding/reimbursement process. Please fill in with as much detail as possible. Additionally, please confer with your GMS Grant Specialist as soon as you are aware of future travel plans.

Travel Location: _____

Travel Dates: _____

KFS Number(s) of Grant(s) being charged: _____

1. Please Identify the Payee of any reimbursement, and how their role relates to the project.

2. Please provide details on how this travel benefits this particular project.