



Instructions: This form is to be used when requesting approval to use federal special education funds to travel out of state for professional development or other activities that would require staff to be out-of-state. Incomplete travel requests will be returned without action. When the travel is completed (travel is not an obligation until it is completed) enter the costs for this travel on a single line on the Special Education Data Reporting Application (SEDRA) under Service Code "?". Email [Special Education Funding and Data](mailto:mde.spedfunding@state.mn.us) (mde.spedfunding@state.mn.us) with the line number for this trip to request line error removal. Enter the location and dates of travel in the description field so the approved travel request can be matched to the SEDRA line number.

Identification Information

District Name: _____ District Number: _____ District Type: _____
Contact: _____ Phone: _____ Email: _____
Conference Name: _____ Destination City, State: _____
Attach brochure or include link: _____

Conference Information

How does the conference benefit or align with your special education program?

Explain how the conference will improve specialized instruction or related services for students with disabilities.

What outcomes and results are you expecting to gain from the conference?

Finance Code (FIN) _____ Name(s) and position(s) of staff traveling:
proposed to be used: _____

Date of departure: _____ Date of return: _____ Estimated total cost per trip per person: _____ Total cost of trip: _____

Minnesota Department of Education (MDE) Action

Approved _____ Not approved _____ Approval Code: _____

Approved/Not approved by: _____ Date: _____