

TRAVEL REQUEST CHECK LIST
Workforce Investment Board
Greenville County Area

Note: Please fill out check list and forward request to WIB Chairman

BOARD MEMBER _____

DATE of Request _____

1. What meeting, conference or seminar requested? _____

2. Date? _____

3. Describe your purpose for attending:

4. Please be prepared to provide the Board at large a written trip summary (at the next board meeting following the trip) including the following:

- Most significant learning?
- When attended?
- Your purpose in attending:
- List specific workshop or meeting notes/information.
- Recommendations of how to apply learning in Greenville County.
- Comments.