

**INDIVIDUAL REQUEST FOR ATTENDANCE AT MEETINGS OF TECHNICAL,
SCIENTIFIC, PROFESSIONAL AND OTHER SIMILAR ORGANIZATIONS**

1. OFFICIAL STATION AND ORGANIZATION ELEMENT			2. DATE	
3. NAME (<i>Last, First, MI</i>) OF PERSON FOR WHOM ATTENDANCE IS REQUESTED		4. GRADE AND SSN	5. POSITION OR TITLE	6. SECURITY CLEARANCE
7. BRIEF DESCRIPTION OF DUTIES				
8. NAME AND COMPLETE ADDRESS OF ORGANIZATION (<i>Include ZIP Code</i>)		9. LOCATION OF MEETING	10. PERIOD OF TDY (<i>Incl, Travel Time</i>)	
			FROM	TO
11. TYPE OF ORDERS	12. MODE OF TRAVEL	13. LEAVE IN CONJUNCTION WITH TDY	14. TRAVELER'S DUTY PHONE	
15. PURPOSE OF MEETING				
16. REASON FOR PARTICIPATION AND BENEFIT TO UNIVERSITY BE DERIVED FROM ATTENDANCE				
ESTIMATED EXPENSE				
17. TRANSPORTATION	18. TOTAL PER DIEM	19. REGISTRATION FEE	20. TOTAL	
21. TYPED NAME, GRADE AND TITLE OF REQUESTING OFFICIAL		SIGNATURE OF REQUESTING OFFICIAL		
22. ACTION <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED				
TYPED NAME, GRADE AND TITLE OF APPROVING OFFICIAL		SIGNATURE OF APPROVING OFFICIAL		