



**ATTACHMENT Q  
CY24 - SBDC SERVICE CENTER  
OUT-OF-STATE OR COUNTRY TRAVEL REQUEST**

<b>Out-of-State/Country Travel Request</b>	
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<b>Name of Traveler:</b>	<b>LAST</b>	<b>FIRST</b>	<b>M. I.</b>
<b>CENTERS:</b> NMSBDC Lead Center requires 45 days Advance notice for any Unplanned/ Unbudgeted Travel for processing to meet the SBA requirements.		<b>DATE RECEIVED:</b>	
<b>Name of Service Center:</b>			

<b>Title of Event:</b>			
<b>Organization:</b>			
<b>Location:</b>		<b>START DATE</b>	<b>END DATE</b>
<b>Date of Departure:</b>		<b>Date of Return:</b>	

<b>Description of Event:</b>

<b>Justification of Attendance:</b>

<b>Type of transportation:</b> Plane <input type="checkbox"/> Train <input type="checkbox"/> Bus <input type="checkbox"/> Car <input type="checkbox"/> Other (specify) <input type="checkbox"/> _____
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<b>Cost:</b>	
Registration Fee:	
Travel:	
Per Diem:	
Per Diem (meals):	
Hotel:	
Misc:	
<b>Total:</b>	

<b>Approvals:</b>	<b>Signatures:</b>	<b>Date:</b>
Center Director		
NMSBDC Associate State Director		
NMSBC Executive State Director		
SBA Project Officer or District Director		
SBA AA/OSBDC or DAA/OSBDC		
