

ATTACHMENT Q
CY26 - SBDC SERVICE CENTER
OUT-OF-STATE OR COUNTRY TRAVEL REQUEST

Out-of-State/Country Travel Request

Name of Traveler:

LAST

FIRST

M. I.

CENTERS: NMSBDC Lead Center requires 45 days Advance notice for any Unplanned/Unbudgeted Travel for processing to meet the SBA requirements.

DATE RECEIVED:

Name of Service Center:

Title of Event:

Organization:

Location:

START DATE

END DATE

Date of Departure:

Date of Return:

Description of Event:

Justification of Attendance:

Type of transportation: Plane Train Bus Car Other (specify) _____

Cost:

Registration Fee:

Travel:

Per Diem:

Per Diem (meals):

Hotel:

Misc:

Total:

Approvals:

Center Director

NMSBDC Associate State Director

NMSBC Executive State Director

*SBA Project Officer or District Director

*SBA AA/OSBDC or DAA/OSBDC

Signatures:

Date:

*signature only required for out of country travel