

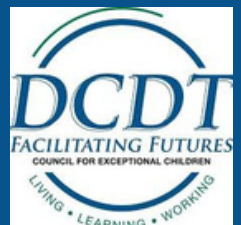
DCDT International Conference 2026

New Orleans, Louisiana
October 14th - October 17th



Travel Justification Toolkit

<https://dcdt.org/events/dcdt-international-conference>



Our Conference Mission

The DCDT 2026 International Conference brings together professionals committed to enhancing post-school outcomes for youth with disabilities.

Whether you are a special educator, transition specialist, VR counselor, administrator, or researcher, attending the DCDT Conference will equip you with tools and strategies to enhance your practice and support successful transitions to employment, postsecondary education, and independent living.

Use this Justification Toolkit to help make your case for support of travel, funding, and time off to attend the DCDT International Conference in New Orleans, Louisiana.

**INSERT POSITIVE QUOTE ABOUT CONFERENCE ATTENDANCE
AND/OR PICTURE FROM PREVIOUS CONFERENCE (I can format this in
such a way so things don't look too crowded)**

At the DCDT International Conference, you will:

- Explore 300 sessions covering key transition topics such as employment, postsecondary education, independent living, mental health, and self-determination.
- Learn about emerging issues in the field, including the role of artificial intelligence, assistive technology, and early transition planning starting in elementary school.
- Gain practical strategies through practitioner-to-practitioner sessions, instructional practice showcases, and DCDT committee meetings.
- Engage with evidence-based practices shared by featured DCDT partners and national leaders in the transition field.
- Access exclusive pre-recorded sessions from experts to deepen understanding of best practices in transition planning and implementation.

Creating Your Travel Justification

Step 1: Gather conference details

- Visit <https://dcdt.org/events/dcdt-international-conference> to find details about the conference hotel, conference dates, and conference sessions

Step 2: Breakdown estimated costs

- Create a table or list showing:
 - Conference registration
 - Travel costs (e.g., airfare, mileage, parking, rideshare services)
 - Lodging
 - Per diem/meals

**Be sure to check your school, college, or university's requirements for allowable travel expenses and clearly articulate amounts and sources.

Step 3: Draft your justification narrative

- Use persuasive, clear language that provides an explanation of how:
 - Sessions relate to your research, teaching, service, or institutional mission, and what you will learn or gain
 - Your attendance will support departmental, college, or university priorities and strategic initiatives
 - Sessions can improve curriculum and student outcomes
- If presenting, include the title(s) of your presentation(s) and their relevance

Step 4: Finalize your narrative and submit

- Attach any supporting materials required by your university (e.g., conference schedule, prior authorization of travel, acceptance letter)
- Follow routing procedures for submitting your justification (e.g., is this document submitted to your department chair, principal, business manager?)

Additional tips for creating a strong travel justification:

Know Your Audience

Tailor your justification to align with the goals and priorities of those approving your travel.

Emphasize Cost Effectiveness

Show how your attendance supports offers a strong return on investment, and equips you with strategies that directly benefit student and program outcomes.

Use DCDT's Resources

Personalize and use our sample Travel Justification Letter.