

SPECIAL FOREIGN TRAVEL FUND

TRIP REPORT

(Must be submitted along with your completed travel voucher upon return)

Name of Traveler _____ Date of Travel _____

Department & College _____

Country of Travel _____

Title of meeting or conference attended and location within country of travel:

Reason for attendance:

Person(s) or organization(s) you conferred with or are affiliated with (N.S.F., N.I.H., etc.):

Summary of results or accomplishments of the trip and other comments of interest to the rating committee and university officials: (Attach additional sheets if necessary. Reports should not exceed 2 pages.)

Signature of Traveler

Date Report Completed

*Please return to Kathy Riel, Office of the Dean, International Studies and Programs
209 International Center TEL: (517) 355-2350*