

# Trip Report

<b>Executive Summary</b>			
Attendee Name			
Department			
Date			
Location of travel			
Departure: Date & Time			
Return: Date & Time			
<b>Summary</b>			
<b>Objective and Goals</b>			
1			
2			
3			
<b>Cost Summary</b>		<b>Comments</b>	
	<i>Budget</i>	<i>Actual</i>	
<b>Fee's</b>	\$	\$	
<b>Airfare</b>	\$	\$	
<b>Transportation</b>	\$	\$	
<b>Hotel</b>	\$	\$	
<b>Meals</b>	\$	\$	
<b>Total</b>	\$	\$	<i>Please attach all required documentation to the Trip Report and distribute for approval</i>

Carl Smith, Executive Director: \_\_\_\_\_ Date \_\_\_\_\_

Submitted By: \_\_\_\_\_ Date \_\_\_\_\_