

Name of Employee:		
Title of Employee:		
Trip Dates:	Start Date	End Date
Personal Days (If Any)		
Destination City/Country		
Purpose/ Benefit Statement		

Domestic travel: Provide a daily itinerary of meetings attended **or** attach a conference program that supports the business purpose of the trip.

Foreign travel: Detail the agenda **and** provide a report that describes the activities and meetings including those attending, and how the trip was beneficial for the university.

Report Date: _____

Meeting / Conference Agenda Attached

Please attach the trip report and supporting documents in Concur