

## Conrad N Hilton College - Trip Report

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 trip 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