

Faculty/Staff Report on International Travel

Please complete one form for each institution/location visited

Use additional sheets if necessary

Submitted by: _____

*pls include school and dept as well as your printed name

Country visited: _____

Purpose of visit: _____

Date of visit: _____

List the following information for each person with whom you had a substantive meeting.

| | Name, title, contact info (address, email, phone, fax) | Date and topic of meeting | Items requiring follow-up |
|---|---|---------------------------------|---------------------------|
| 1 | | | |
| 2 | | | |
| 3 | | | |

Important notes on visit: include academic and practical information as well as outcomes. Please summarize your meetings.

Issues of particular interest or concern:

Recommendations and potential future projects, if applicable:

Please list follow-up activities in order of priority. Begin with the most important or urgent items.

1. _____

2. _____

3. _____

4. _____

5. _____

