|  |
| --- |
| SSAI logo - icon blue wmf Trip Report |

|  |  |
| --- | --- |
| Employee Name:  Your name here | Employee Number: n/a |
| Contract Name: STARSS II Contract #: NNLAA00B | Contract Number: 21101.CL3.CYM.J006 Task #: J-006 |
| Travel To: St. Louis, MO | Travel Dates: 5/25/17 - 5/30/17 |
| TRIP REPORT MUST BE TYPED | |
| Description of Trip Activities: (*Please* *provide a reasonably detailed description of activities performed.)* Presented DEVELOP projects at the Southern Growth Policies Board Conference in St. Louis, MO. Delegatss from fourteen member states, representatives from government, industry and education attend this conference to discuss inssues uique to the south. DEVELOP attendance at these events allows us to network and make contacts in order to bring in new projects, students, and partnerships. Previous projects were presented to participants on Monday, May 29 in the form of PowerPoint slides, 3-D animations and posters.  My conference fee was paid through a grant from the Southen Growth Policies Conference.  Airfare and hotel were arranged through CI Travel.  I shared a room with Jonathan Doe.  General information to include:  Describe your activities and how DEVELOP benefited from your presence at this event.  List any meetings/trainings attended.  SSAI must understand who paid for each cost, and what the total cost per person was for the trip.  If conference fees, travel and/or hotel expenses were paid by DEVELOP, indicate that here.  If you shared a room, indicate it here. | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Employee Signature Date  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Approved By Date | |

Science Systems and Applications, Inc. Form 25ACCT-12/04 v6