



Areas you fill out
Pre-filled areas

TRIP REPORT

Employee Name: Joe Schmoe

Employee Number: n/a

Contract Name: STARSS

Contract Number:>NNL07AA00C

Travel To: St. Louis, MO

Travel Dates: 1/10/08 - 1/11/08

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. Delegates from fourteen member states, representatives from government, industry and education attend this conference to discuss issues unique 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, June 4 in the form of powerpoint slides, 3-D animations and posters.

*Please note that hotel costs during these events were paid by Tracey Silcox and airfare was arranged through CI Travel. I shared a hotel room with John Doe.

this section is important to include.

SSAI must understand who paid for each cost, and what the total cost, per person was for the trip.

Employee Signature

Date

Approved By

Date