

Wise DEVELOP Trip Report

Employee Name: <u>Your name here</u>	Employee Number: <u>Consultant</u>
Dept. Number: <u>2117</u>	Travel Dates: <u>1/6-1/8/15</u>
Travel From: <u>Richmond, Virginia</u>	Travel To: <u>Los Angeles, California</u>

TRIP REPORT MUST BE TYPED

Description of Trip Activities: (Please provide a reasonably detailed description of activities of activities performed and outcomes of trip):

List the who, what and why of your trip.

Include the following statements if applicable:

- Hotel costs were paid by Wise County.
- Airfare was arranged through CI Travel.
- I shared a hotel room with John Doe.

Print, sign, date, and submit to NPO

Traveler's Signature

Date

Wise Coordinator's Signature

Date