

# SPECIAL FOREIGN TRAVEL FUND TRIP REPORT

(Must be submitted to receive approval of your travel reimbursement document.)

Name of Traveler \_\_\_\_\_ Travel Dates \_\_\_\_\_

Department \_\_\_\_\_ College \_\_\_\_\_

Country of Travel \_\_\_\_\_

Title of meeting or conference attended and location within country of travel:

Reason for attendance:

Person(s) or organizations(s) you conferred with or are affiliated with (N.S.F., N.I.H., etc.):

Summary of results or accomplishments of the trip and other comments of interest to the rating committee and university officials: (Attach additional sheets if necessary. Report should not exceed 2 pages.)

\_\_\_\_\_  
Signature of Traveler

\_\_\_\_\_  
Date Report Completed

*Please return to International Studies and Programs (207 International Center or [infonew@isp.msu.edu](mailto:infonew@isp.msu.edu))  
or attach to your reimbursement document.*