Trip Report Form

NAME OF THE TRAVELER(S) *Specify the name, title, and home office location of the traveler(s).*	
PURPOSE OF THE TRAVEL *Name of show in which you were an exhibitor*	
DATES OF TRAVEL *Summarize the itinerary*	
SUMMARY OF FINDINGS/ CONCLUSIONS *Provide brief comments on your evaluation of the show*	
CONCLUSIONS RECOMMENDATIONS *Did you realize any immediate benefits from exhibiting at this show?*	
NAMES OF CONTACTS *Provide a list of contacts made*	