

Please submit the Trip Report along with the Pre-Travel Notification form (including confirmation), Traveler Expenses Worksheet and Claim Form, with supporting documentation to claim travel expenses.

You may submit a single Trip Report for both travelers. Please attach a list of contacts made during the trade event.

<b>CostShare Program Year:</b>	
<b>CostShare Company Name:</b>	
<b>Name &amp; Title of Traveler 1:</b>	
<b>Name &amp; Title of Traveler 2:</b>	
<b>Purpose of Travel:</b> (Please summarize the purpose/goals of the trip) (You may attach another sheet)	
<b>Dates of Travel:</b> (Summarize the itinerary)	
<b>Name of International Trade Show/Trade Mission:</b>	
<b>City &amp; Country of Trade Show/Trade Mission:</b>	
<b>Summary of Findings and Conclusions:</b> (Include an overview of the current market situation) (You may attach another sheet)	
<b>Submitted by:</b>	
<b>List of Contacts Made:</b> (Attach list of contacts made during trip)	