

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.

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