



## University of Southern Queensland Report on International Travel



*This form must be submitted to the approving delegate within thirty (30) days of return to work.*

Employee Name:	Position:	Faculty/Dept:
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Dates of Travel:	From:	To :	Country(s) Visited:
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Purpose/objectives of trip:	<input type="checkbox"/> reported on Travel Request Form.
Activities undertaken:	<input type="checkbox"/> reported on Travel Request Form.
Benefits to University of trip:	<input type="checkbox"/> reported on Travel Request Form.
Please report on actions or recommendations which could be developed from this trip. Please include any action plans where applicable.	
Are there any further business related comments? (eg meetings with partners and/or market intelligence.)	

Approving Delegate Signature:	Position:	Date:
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