

Report-Out Form for NPB-Supported Travel

Please complete and submit this form with your travel reimbursement request. This reimbursement request should be submitted within 30 days of the NPB-supported travel. This form is to be used for any travel to meetings exclusive of the NPB meeting, NPB BOD meetings, SANC-meetings, and the NCC meeting.



NAME:

EMAIL:

DATE:

MEETING:

DATES OF MEETING:

HAVE YOU ATTENDED THIS MEETING BEFORE? (PLEASE CIRCLE): Y N

PROVIDE A BRIEF SUMMARY OF THE MEETING AND OF YOUR PARTICIPATION.:

WHAT WERE THE MEETING OUTCOMES OR ACTION ITEMS THAT THE NPB SHOULD BE AWARE OF?:

WHAT ARE THE BENEFITS TO THE NPB FROM THIS MEETING?:

WOULD YOU RECOMMEND CONTINUED NPB REPRESENTATION AT THIS MEETING?: Y N

IS THIS A MEETING THAT YOU WOULD BE INTERESTED IN ATTENDING AGAIN?: Y N

IF NO, CAN YOU MAKE A RECOMMENDATION AS TO WHO SHOULD ATTEND?: