

Scotch Plains-Fanwood Public Schools
Travel Report
For Events/Travel Requiring Board Approval for Reimbursement

You must complete this report within 2 weeks of attending:

- (a) training and seminars**
- (b) conventions and conferences and**
- (c) retreats**

Statutory requirement:

After the event, **attendees must provide a brief report** that includes a description of the primary purpose for the travel, and a summary of the goals and key issues that were addressed at the event and their relevance to improving instruction or the operation of the school district. [P.L. 2007, c. 53; travel requirements at N.J.S.A. 18A:11-12]

Name: _____ **School/Dept.:** _____

Date(s) of Event: _____ **Date of Report:** _____

Event Location: _____

Brief description of the primary purpose for the event:

Summary of the goals and key issues that were addressed at the event:

The relevance of the items discussed at the event to improving instruction or the operation of the school district: