

Professional Travel Grant Report Form

Simpson College

Purpose: The purpose of this form is to capture and share with your colleagues the insight you have gained traveling on behalf of the College.

Method: Please provide us with a few brief comments to help your colleagues benefit by your recent experience. Return the form with your receipts, or at your earliest possible convenience.

Name:

Travel Destination (conference attended, location, workshop, etc.):

Dates of Travel:

What was the primary focus of the conference or workshop?

What was your original goal in attending? Did you achieve your goal?

Thinking about your participation in the conference, what are three things that you learned and that you believe important to share with your faculty colleagues at Simpson College?

What ideas generated during the conference might be useful to explore for Simpson College?

What did you learn that you will be implementing in your teaching?

Would you recommend sending Simpson College faculty to this conference in the future? If so, what might enhance their attendance?

Anything else you would like to share with the Dean's Office regarding your trip?