

EOTA – Business Process



Document Title:

Post Travel Summary

Document Number:

ADMF-017 Post Travel Summary 11_0221

Document Owner:
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Approver(s):

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Parent Document:
ADMP-004, Contractor Travel Process

Notify of Changes:
EOTA Staff

Referenced Document(s): **ADMF-007 EOTA Pre-Travel Authorization Form**

Revision History:

Rev.	Description of Change
11_0221	Initial Release



MEMORANDUM FOR PROGRAM MANAGER

Date

FROM: Your Name

SUBJECT: Post Travel Summary to *location*

1. **PURPOSE:** Briefly state the reason for your trip. The report should answer the questions who, what, when, where, why and how much, and then provide recommendations and conclusions. Attach meeting minutes or any other background documents that provide more detailed information, if needed.
2. **TRAVELER(S):** Include first name and surname. Provide position titles if travelers are from different offices or companies.
3. **ITINERARY:** List location(s) visited, inclusive dates, and key personnel contacted.
4. **DISCUSSION:** Base the amount of detailed information you include here on the knowledge level of your intended readers. Always include the trip objective, problems encountered, findings, future commitments made and your contribution to the event.
5. **CONCLUSIONS/RECOMMENDATIONS:** Summarize your findings and/or recommended actions.

FIRST LAST
Title