



Travel/Visit/Meeting Report/Notes for Record

1.	Name of Staff:	Designation:
2.	Working Area:	Place Visited:
3.	Starting Date & Time:	Ending Date & Time:
4.	Person/s Met: 1. _____ 2. _____ 3. _____ 4. _____	
5.	Purpose/Objectives of Travel/Visit/Meeting: 1. 2. 3. 4. 5. 6.	
6.	Results/outcomes Achieved: (Against Objectives) 1. 2. 3. 4. 5. 6.	
7.	Recommendations/Suggestions: 1. 2. 3. 4. 5.	
8.	Follow up Actions: 1. 2. 3. 4. 5.	

Signature and Date