

INFORMATION NEEDED FOR SECRETARY OFFICE
FOREIGN TRAVEL REPORT

Name of Traveler _____

Beginning Date of Travel _____
(Date leave the U.S.)

End Date of Travel _____
(Date return to the U.S.)

Country to be visited _____
(If more than one country will be visited please complete a form for each country)

Dates at this location _____

Detailed Narrative of Purpose of Travel:
(Limit to 2000 characters, but should be to the point and not too wordy)

Role of Traveler
(Limit to 100 characters)

Benefit to USDA
(Limit to 800 characters – can include cost savings)

Estimated cost (unit secretary can help with this estimate) _____ If contributed
funds list what cost by ARS and Cost by contributed organization.