

## TRAVEL / IN-SERVICE FOLLOW-UP ACTIVITIES

NAME \_\_\_\_\_ TITLE OF ACTIVITY \_\_\_\_\_

DATES \_\_\_\_\_ LOCATION \_\_\_\_\_

To the Recipient of in-service funds: The purpose of the follow-up report is to help the Flex Committee to evaluate the value of the Travel/In-Service activities. In writing the report, please be specific and concise, avoiding general statements like "it was great" or "awful".

1. What I learned from the conference or activity:
  
  
  
  
  
  
  
  
  
  
2. How I plan to apply what I learned:
  
  
  
  
  
  
  
  
  
  
3. How and when I plan to share it with colleagues:

**The follow-up report must be turned in with the claim for reimbursement for immediate processing of you request.**

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**PLEASE RETURN THIS FORM TO THE FLEX OFFICE AT THE MARYSVILLE CAMPUS.**

FOR OFFICE USE ONLY:

RECOMMENDED COMMITTEE ACTION:

Approve \_\_\_\_\_ Disapprove \_\_\_\_\_ Date \_\_\_\_\_