

**Seminole Community College**  
**Staff and Program Development**  
**RETURN FROM TRAVEL REPORT**

Name \_\_\_\_\_ Employee ID # \_\_\_\_\_ Date \_\_\_\_\_

Department \_\_\_\_\_ Dept. ID# \_\_\_\_\_ Faculty F/T\_\_ P/T\_\_\_\_ Staff F/T\_\_\_\_ P/T\_\_\_\_

Dates of Travel Start \_\_\_\_\_ End \_\_\_\_\_ Destination \_\_\_\_\_

Purpose of Travel \_\_\_\_\_

**Be sure to attach this form to your travel paperwork and turn in all required receipts directly to the Business Office with-in 30 days of your return from travel.**

I REPRESENTED SEMINOLE COMMUNITY COLLEGE AS:

\_\_\_\_ A member of the sponsoring organization

\_\_\_\_ A representative from SCC

\_\_\_\_ A program participant (Specify) \_\_\_\_\_

\_\_\_\_ An officer or a committee chairperson (Specify) \_\_\_\_\_

\_\_\_\_ Other (Specify) \_\_\_\_\_

**SUMMARY OF EVENT**

What was the most important seminar, session, class or demonstration you attended?

How will you apply the experience to your present job duties?

What benefits will Seminole Community College gain from your attendance at this conference, workshop or seminar?

Copy Distribution: (WHITE) Business Office (YELLOW) Traveler (PINK) SPD office