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SAMTSE COLLEGE OF EDUCATION



OFFICIAL TRAVEL/TOUR REPORT

Instructions: All staff, both teaching faculty and administrative staff including the President of the College are required to use this Report Template as a standard format for writing Official Travel/Tour reports after the completion of any official travel or tour including participation in symposia, conferences, seminars, meetings, etc.

This report will need to be submitted to the College Administrative Officer with a copy to the College President when submitting the Travel Allowance Claims for approval.

1. Name of the Official

2. Designation

3. Purpose of Travel/Tour/Programme/Event

4. Places visited

5. Travel/Tour dates

6. Brief description of the Travel/Tour Report highlighting new learning, knowledge, observations, insights, perspectives, and realizations acquired. Be descriptive and illustrate with examples and evidences as far as possible.

7. Describe the potential impact on your professional practice in the College and commitment to apply this new learning in the College. Be specific, clear, and focused in outlining what and how you wish to apply this new knowledge and learning at the College.

8. List any follow-up actions that will need to be taken as part of this tour.

9. Signature & Date.....