PATERSON PUBLIC SCHOOLS
OFFICE OF THE SUPERINTENDENT OF SCHOOLS

POST TRAVEL REPORT
(Pursuant to Statute 18A:11-12 d.)

18A:11-12 d. states "A board of education shall include in its travel policy a requirement for the employee or board member to submit to an appropriate party as designated, and within a timeframe specified by the board's policy, a brief report that includes the primary purpose for the travel and the key issues that were addressed at the event and their relevance to improving instruction or the operation of the school district."

Please note: A separate report for each person who attended the travel event must be submitted – DO NOT group reports. Reimbursements will not be issued unless a report has been received by the Superintendent's Office within ten days of attendance at event. Once the report has been received in the Superintendent's Office it will be forwarded to Accounts Payable for further processing. Also, if you fail to submit your report, approval will not be granted for you to attend future events.

EMPLOYEE'S NAME/PERSON WHO ATTENDED TRAVEL EVENT:_____

JOB TITLE AND LOCATION:_____

TYPE OF TRAVEL EVENT:_____

NAME OF PROGRAM/SPONSOR:_____

LOCATION OF EVENT (CITY, STATE):_____

DATE(S) OF TRAVEL EVENT:_____

EXPLAIN THE PRIMARY PURPOSE OF ATTENDING THIS EVENT (USE ADDITIONAL PAPER, IF NECESSARY):_____

WHAT WERE THE KEY ISSUES THAT WERE ADDRESSED? (USE ADDITIONAL PAPER, IF NECESSARY):

1._____

2._____

3._____

HOW WAS THIS EVENT RELEVANT TO IMPROVING THE OPERATIONS OF THE SCHOOL DISTRICT? (USE ADDITIONAL PAPER, IF NECESSARY):

DISTRIBUTION OF INFORMATION LEARNED AND RECEIVED – LIST THE NAMES OF THE INDIVIDUAL(S) OR GROUP(S) THAT YOU WILL BE DISTRIBUTING THE INFORMATION THAT YOU LEARNED AND RECEIVED FROM THE EVENT.

1._____ 4._____

2._____ 5._____

3._____ 6._____

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SIGNATURES **TODAY'S DATE**

ATTENDEE:_____ _____

PRINCIPAL:_____ _____

OR

SUPERVISOR:_____ _____

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SUPERINTENDENT'S OFFICE USE ONLY
RECEIVED BY:_____ _____