**MTT-S DML After-Travel Form Instructions**

**The Following Form needs to be completed online following your Pre-Approved DML Talk. Please submit your reimbursement request on Concur right after submitting the information on this site.**

**MTT-S DML Post-Travel Report Form**

|  |  |
| --- | --- |
| Name |  |
| Travel Date(s) |  |
| Destination(s) |  |
| Lecture #1 |
| Date | Location | Host | # of Attendees |
|  |  |  |  |
| Lecture #2 |
| Date | Location | Host | # of Attendees |
|  |  |  |  |
| Lecture #3 |
| Date | Location | Host | # of Attendees |
|  |  |  |  |
| Lecture #4 |
| Date | Location | Host | # of Attendees |
|  |  |  |  |
| Lecture #5 |
| Date | Location | Host | # of Attendees |
|  |  |  |  |
| Total # of Attendees (A) |  |
|  Total Travel Expenditures (B) | $0 |
|  Local Host Support (C) | $0 |
|  Self/Organizational Support (D) | $0 |
| IEEE MTT-S Support (E) | $0 |
| IEEE MTT-S Support/Attendee (F) | $0 |

 IEEE MTT-S Support Pre-Travel Approved (G) | |

Note:

1. Insert rows for additional lectures if necessary.

2. Sum up # of attendees in all lectures and enter the number in (A).

3. (E)=(B)-(C)-(D)

4. (F)=(E)÷(A)

5. (G) = the amount approved from Pre-Travel Approval Form