**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