

Princeton Plasma Physics Laboratory Foreign Travel Trip Report

Instructions for preparation of the Foreign Travel Trip Report:

Part 1:

Part 1 of the trip report is to be an extract of the foreign travel request form, it should include an **abstract** of the results of the trip.

This will be forwarded to the Office of Science and Technical Information (OSTI), Oak Ridge, TN 37831.

Part 1 will not contain classified information.

Part 1 will be included in a limited-access electronic database available to DOE.

Part 2:

Part 2 of the trip report will provide a **complete report** on and **thorough analysis** of the trip.

Part 2 should include the results of any meetings or discussions with representatives of foreign government(s) and/or company(ies).

When more than one traveler follows the same schedule, only one member of the party needs to report on each meeting or event that took place.

When appropriate, part 2 should also include observations, conclusions, speculations and information relating to the safety, health and security of future travelers.

Part 2 of the trip report will be used for programmatic purposes and will not be forwarded to OSTI.

Part 2 of the trip report is to provide actual costs of the trip.

Submit both parts as an email attachment to:

rsulliva@pppl.gov or travel@pppl.gov

Princeton Plasma Physics Laboratory Foreign Travel Trip Report

Trip Report (Part 1)

Travel To:

Report Date:

Dates of Travel:

Traveler Information (All travelers on this trip)

Last Name	First Name	Middle Name	Position/Title of Traveler

Employing Organization: Princeton Plasma Physics Laboratory

Employment Address: Post Office Box 451

Princeton, NJ 08543

Trip Itinerary

FTMS Trip Number

Destination/Organization	Facility	Facility Address

Primary Topic (include justification from Foreign Travel Request)

Highlights/Benefits of Trip, People Contacted, Results of meetings or discussions, facilities visited and their locations

Please continue to Part 2 on the next page

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Trip Report (Part 2)

Travel to:

Report Date:

Dates of Travel

(dd,mm,yy - dd,mm,yy)

Result of meeting or discussions with representatives of foreign government(s) and/or company(ies)

Observations, Conclusions, Speculations & Information relating to Safety, Health & Security of Future Travelers

Total Cost to DOE

Non-DOE Funding Amount