Center for Atmospheric Sciences, Meteorology, Societal Impacts, and Environment (CAMSIE)

Fellow Travel Report Form

Summary and Lessons Learned from Travel Activity

Student Name: _____ **Advisor Name:** _____

Research/Travel Focus Area: _____ **Primary Objective(s):** _____

Conference / Workshop / Other Travel Activity: _____

Approval by	Date	Name	Signature
Student			
Advisor			

Lessons learned purpose and objectives

Throughout any project life cycle, lessons are learned and opportunities for improvement are discovered. As part of our desire to continuously improve the process, we seek to document lessons learned from each travel activity in order to assess student benefits, to evaluate our investments, to determine the root causes of problems that occurred, and to avoid those problems in the future, later project stages or future projects. The data requested below is designed to meet these needs.

The objective of this report is to gather all relevant information for better planning and evaluation of future travel support, improve implementation of student travel, and prevent or minimize risks for future travel-related activities.

Through this travel report form and associated report, we seek answers to two primary questions.

- What was/were your objective(s) for attending this meeting/activity?
- Were the project goals attained?

Lessons learned questions

Lessons Learned Questions	Success Factors
What were your goals and objectives for travel?	
Did you make a presentation? If so, list the type of presentation and title	
What was the response to your presentation? Were there questions that you could not answer? What did you learn through the process?	
In which specific sessions or activities did you participate? What was your role in the activity?	
Did you attend a significant number of seminars and/or presentations? Approximately how many? Please list these, including primary speaker's name and title of the talk.	
Were the keynote speakers / presentations informative and/or effective? Explain how.	
How many key professional contacts did you make and who were they? Include name and affiliation of each.	
What skills/knowledge did you gain through this travel opportunity? Please explain.	
How will this activity impact your educational and life goals?	

Conference/Activity

Highlights

Top 3 Significant Travel Activity Successes

Project Success	Factors That Contributed To Success

Travel/Activity Shortcomings and Solutions

- What (if any) circumstances were not anticipated?
- What needs to be done over or differently to correct these?

Shortcoming	Recommended Solutions

Approvals

Prepared by: _____

Student Traveler / Date

Received by: _____

CAMSIE Representative / Date