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**Y**akutat **C**ommunity **H**ealth **C**enter

**Post Training/Travel Report**

**Employee name:**Click or tap here to enter text. **Title:** Click or tap to enter a date.

**Event Attended:** Click or tap here to enter text.

**Training/travel dates:** Click or tap here to enter text.

**Sponsored By:** Click or tap here to enter text. **Location:** Click or tap here to enter text. **Contact #:**Click or tap here to enter text.

1. **Would you agree that this training/travel was essential to your job function? How so?**

Click or tap here to enter text.

1. **Were the main objectives or educational goals met? How so?**

Click or tap here to enter text.

1. **How did this travel/training benefit YCHC?**

Click or tap here to enter text.

1. **List of Materials/Documents provided by Training (i.e. Power Point, recordings, booklets, etc.)**

Click or tap here to enter text.

1. **Attach copies of all invoices/receipts associated w/ this trip. (Ticket, hotel, rental car, registration fees, gas receipts, etc.)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Actual Expenses** | **Vendor** | **Projected Amount** | **Actual Amount** | **Difference** |
| Registration/Training Fees | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Airfare | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Housing/Hotel | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Per diem | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Car rental | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Car rental - gas | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Total** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

Click or tap to enter a date.

Employee Signature Date

***By signing below I approve the above additional costs of this training/travel report.***

Click or tap to enter a date.

Supervisor Signature Date