**Report on Faculty Development Travel**

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| Faculty Name: | Department: |
| Activity Title: | Budget project number:  |
| Date (period) of activity: | Venue: | Total Expenses (attach expense report):  |
|  |
| Description of activity:  |
| Who led/conducted the activity? |
|  |
| What did you benefit from it? |
| How do you plan to apply what you learnt for teaching and/or research? |
| Other comments / reflection / suggestions: |
| Date of Report:  |
| Department Chair’s input: |