**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: | | |