#### <Institution Name>

**<Mailing Address>**

|  |  |
| --- | --- |
| **SUBJECT:** | Report on Foreign Travel to <destination> |
| **DATE:** |  |
| **TO:** | Dr. Angela Chambers, Nuclear Criticality Safety Program Manager, National Nuclear Security Administration / NA-511  |
| **FROM:** |  |

**MEETING TITLE:**

**MEETING LOCATION:**

**MEETING DATES:**

**ATTENDEES ON BEHALF OF NCSP: [Only 1 report from the institution for ALL attendees]**

**MEETING PURPOSE:**

**MEETING BENEFITS TO THE NCSP:**

**PURPOSE OF TRAVEL**

<Provide a detailed purpose of the travel>

**Persons Contacted at <Location>**

<If applicable, provide a list of everyone you met with during the trip.>

**Presentations, Chair Responsibilities, Etc.:**

<Please list all applicable to your trip. If possible, include the agenda and highlight presentations given by attendees, sessions chaired, etc.>

**Distribution:**

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