



Visiting Report

A. Personal Information

1. Name :
2. Department :
3. Student Number :
4. Destination Country :
5. Period of Travel : (MM-DD - MM-DD)

B. Accomplishments of PR Activities

* Include further information on a separate paper as needed

C. Suggestions/Recommendations

* Include further information on a separate paper as needed

D. Attachments

1. Contact List (with name card or attendants' signature, etc.)
2. Documentary Evidence for Business Travel and Activity Expenses

* Attach receipts and supporting information on a separate paper

E. Confirmation

1. Date : (MM-DD-YYYY)
2. Traveler : (signature)