**MTT-S Speakers Bureau (SB) After-Travel Form**

**The Following Form needs to be completed and returned to: Mohammad Madihian at madihian@ieee.org following your talk. A request for reimbursement should be filed through IEEE CONCUR.**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | | |
| Travel Date(s) |  | | |
| Destination(s) |  | | |
| Lecture #1 | | | |
| Date | Location | Host | # of Attendees |
|  |  |  |  |
| Lecture #2 | | | |
| Date | Location | Host | # of Attendees |
|  |  |  |  |
| Total # of Attendees (A) | | |  |
| Total Travel Expenditures (B) | | |  |
| Local Host Support (C) | | |  |
| Self/Organizational Support (D) | | |  |
| IEEE MTT-S Support (E) | | |  |
| IEEE MTT-S Support/Attendee (F) | | |  |

Note:

1. Insert rows for additional lectures if necessary.

2. Sum up # of attendees in all lectures and enter the number in (A).

3. (E)=(B)-(C)-(D)

4. (F)=(E)÷(A)

5. (G) = the amount approved from Pre-Travel Approval Form