

**TRAVEL GRANT - EVENT REPORT FORM**

This is to be completed once the event has taken place and before you submit your claims for reimbursement. Please complete the form below and email it to: [travelgrant@regionalstudies.org](mailto:travelgrant@regionalstudies.org)

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| **TRAVEL GRANT HOLDER**  Please enter your details below | |
| Title: |  |
| Name: |  |
| Phone number: |  |
| Email address: |  |
| Affiliation:  Name and address of Higher Education Institution;  Position, Job Title |  |

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| **DETAILS OF THE EVENT COVERED BY THE RSA TRAVEL GRANT**  The Association reserves the right to publish this report with photos on the website or/and in e-Zine Regions, RSA Blog.  Please attach photos of the event, your presentation and of the RSA material being displayed. | |
| Name of the event attended: |  |
| Dates of the event: |  |
| Location of the event: |  |
| Title of your presentation: |  |
| Have you attached photos? |  |
| Please write the event report below. Please provide the summary of your research and demonstrate how you benefited from this opportunity (300 -500 words). | |