|  |
| --- |
| SSAI logo - icon blue wmf Trip Report  |

|  |  |
| --- | --- |
| Employee Name:       | Employee Number: Invited Guest |
| Contract Name: STARSS-III; Contract Number: NNL15ZB1003  | Contract Number: 21101.CL2.WP1.D017 |
| Travel To: Armstrong Flight Research Center, Palmdale CA | Travel Dates:       |
| TRIP REPORT MUST BE TYPED |
| Description of Trip Activities: (*Please* *provide a reasonably detailed description of activities performed.)*The criteria below is what would be expected in a trip summary. Certainly other relevant information specific for your experience should be included. . Trip Report Criteria:This information is meant to be a guide and not limited to only these points. If you have other pertinent information that doesn’t fit into one of these categories, do include it. This will not be critiqued by a technical or scientific reviewer. The summary is meant to show the value of NASA’s financial investment for your participation ATom Field Mission - Integration Phase. 1.Purpose: Briefly state the reason for your trip. The report should answer the questions who, what, when, where, why, and how much, then provide recommendations and conclusions. Attach meeting minutes, an agenda or any other background documents that provide more detailed information, if available. 2.Traveler(s): Other members of your group/team also attending. Include first name or initial, and surname. Provide position titles if travelers are from different offices or organizations (e.g., NASA, NOAA, other company…etc.) 3.Itinerary: List location(s) visited, inclusive dates, and key personnel/individuals contacted. 4.Discussion: Base the amount of detailed information you include here at the general knowledge level. Information on your trip report is not intended for a technical researcher or subject matter expert. Always include the trip objective, problems encountered, findings, future commitments made and your contribution to the event. 5.Conclusions/Recommendations: Summarize your findings and/or recommended actions; and, how the results and efforts of this travel benefited NASA.  |
| For International Travel: Counter-Intelligence (CI) debriefing Completed with Customer CI Official [ ]  or SSAI Security Official [ ] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Employee Signature Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Approved By Date |

Science Systems and Applications, Inc. Form 25ACCT-04/15