



Title III Travel Report Form

Recipients of Title III funding for professional development (conference/workshop/training etc.) are **required to complete this form within thirty (30) days upon return.**

Failure to complete and submit this form may prevent the use of Title III funds in the future.

Name:	
Title:	
Name/Title of Conference/Workshop etc.:	
Date(s):	
Location:	

Instructions: Please provide a complete response to questions 1 and/or 2 and question 3 below.

Knowledge, Skills, Abilities (KSAs)

1. What *knowledge gaps* were closed as a result of attending the conference/workshop etc.? (What do you know after attending that you did not know before attending?)

2. What *skill and ability gaps* were closed as a result of attending the conference/workshop etc.? (What are you able to do after attending that you did/could not do before attending?)

3. Describe how the KSAs included in questions 1 and/or 2 will apply to your current or future role?