



Rubin Observatory Travel Summary Report

(Red boxes indicate required information.)

Name:

TR#:

Dates of Travel:

Meeting/Conference Location:

Purpose of Travel:

Accomplishments:

Additional Comments:

Meals & Incidental Expenses Explanation

Were meals provided?

If yes, please check the appropriate box and supply the date.

☐ Breakfast Date(s):

☐ Lunch Date(s):

☐ Dinner Date(s):

Other per diem explanation: