



## POST ACTIVITY FORM

**INSTRUCTIONS: Fill out form in detail and you must attach the following:**

1. Copy of PURCHASE ORDER
2. Completed bottom section of a copy of your Travel Authorization Request form (Reimbursement Voucher) which has all approving signatures
3. Verification of completion, grades, receipts, and any other pertinent documents for reimbursement

NAME: \_\_\_\_\_

ACTIVITY TITLE: \_\_\_\_\_

**ACTIVITY INFORMATION DISSEMINATION TO LCC:**

1. Attach copies of minutes of your presentation (*which you conducted within your department after returning from activity*) to include:
  - Date and time you held presentation
  - Names of LCC attendees at **your** presentation
  - Highlights of information/material you shared with your fellow LCC co-workers, staff or faculty
  - Location of materials for reference

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

SUPERVISOR \_\_\_\_\_ DATE \_\_\_\_\_

VICE-PRESIDENT \_\_\_\_\_ DATE \_\_\_\_\_  
FINANCE & ADMINISTRATION

### Finance & Administration

PO # \_\_\_\_\_

Total DUE:

\$ \_\_\_\_\_

\_\_\_\_\_  
Signature