

COMPENSATION BENEFITS  
EXPENSE REIMBURSEMENT  
EXHIBIT F - BOARD REPORT - **NON INSTRUCTIONAL**

*NOTE: This format is for travel to events that are **not** designed to improve classroom instruction.  
For events designed to improve instruction, use EXHIBIT C - TRIP REPORT - INSTRUCTIONAL.  
If in doubt as to which trip report to use for a specific event, consult with your supervisor.*

TITLE OF EVENT:

DATE(S):

LOCATION:

NAME:

POSITION:

PURPOSE OF THE  
EVENT:

SUMMARY OF  
SESSIONS(S):

BENEFIT TO THE  
DISTRICT:

DATE SUBMITTED:

SIGNATURE:

SUPERVISOR'S  
SIGNATURE: