



B A S I S

## Trip Report Guidelines

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In order to keep our partners better informed of BASIS activities, contacts, and progress, BASIS asks that all international travelers submit trip reports. If several individuals are traveling together to one site, a single report representing the group will suffice.

**Within four weeks** following the completion of each international trip, the traveler should submit a trip report to BASIS summarizing the accomplishments of the trip. Please cover accomplishments and critical issues encountered.

**The report should include:**

- The purpose of the trip;
- A summary of activities and the itinerary;
- Technical observations, suggestions and recommendations for follow-up (if appropriate); and,
- A list of contact persons with their title and organizational affiliation.

As appropriate, trip reports may include photographs, training materials, or workshop reports as attachments.

These reports will be forwarded to the USAID Project Officer. After review, these reports may be posted by BASIS on the project page of our web site.

**Please submit by email to BASIS AMA CRSP.**  
**If you have any questions, please feel free to contact us at (530) 752-7252 or**  
**[basis@ucdavis.edu](mailto:basis@ucdavis.edu).**