

# DATA ITEM DESCRIPTION

**Title:** TRIP/TRAVEL REPORT

**Number:** DI-MISC-81943

**Approval Date:** 20130827

**AMSC Number:** N9428

**Limitation:** N/A

**DTIC Applicable:** N/A

**GIDEP Applicable:** N/A

**Office of Primary Responsibility:** SH/NSWCDD/K03

**Applicable Forms:** N/A

## **Use/relationship:**

The Trip/Travel Report will be used to record the purpose of the trip, observations, and any applicable conclusions or recommendations based upon the purpose.

This DID contains the format and content preparation instructions for the data product generated by the specific and discrete task requirement as delineated in the contract.

## **Requirements:**

1. Format. The Trip/Travel Report shall be in contractor format.
2. Content. The report shall contain the following:
  - a. Name of employee
  - b. Date(s) of trip
  - c. Site visited
  - d. Purpose of trip
  - e. Relevant observations during the trip
  - f. Relevant conclusions/recommendations based on the trip
3. End of DI-MISC-81943.