

**Summer Institute  
Travel Credit  
Pre- Travel Planning Log Sheet**

Please indicate the appropriate number of hours (minimum ten (10) hours) that you have devoted to the pre-planning portion of your trip. Acceptable activities include but are not limited to research and readings, activity coordination, student/parent meetings, travel coordination communication and in-class activities.

Date	Activity	Hours

Signature \_\_\_\_\_ Date \_\_\_\_\_

This activity log sheet will be turned in at the conclusion of the trip along with your trip logbook and lesson plan. All paper work is due no later than three (3) weeks after the conclusion of your trip.