

Pennsylvania Rehabilitation Council

DOCUMENTATION OF CONFERENCE, TRAINING or MEETING PARTICIPATION

Members are to file this summary in writing or by calling staff within 30 calendar days of the event.

Member's Name: _____

Name of Conference or Meeting: _____

Date of Meeting: _____ Date of Report: _____

I. Information for the Council:

Summarize the key points of Conference or Meeting. "Bullet" format is acceptable. Use the back of the form if necessary.

II. Materials:

Please attach copies of any handouts, agenda, minutes, etc. that were provided at the conference or meeting, unless staff already has the materials. These will be kept on file at the office. Please note if you wish a set returned to you.

III. Reimbursement:

Submit any reimbursements for travel, meals, copying costs, postage, etc. that are related to this event. If in doubt as to what is covered, contact staff. Also contact staff if you need forms.

Office Use Only

Action Needed:

Return to: Pennsylvania Rehabilitation Council, 55 Utley Drive, Camp Hill, PA 17011