

**Traveler:**  
**Title:**  
**Duty Station**

**Travel Year:**  
**Actual Cost:**  
**Begin Date:**  
**End Date:**

**ModeCode:**      **Description:**

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<b>Leg Code:</b>	<b>City:</b>	<b>Country:</b>	
<b>Begin Date:</b>		<b>End Date:</b>	<b>Estimated Cost:</b>

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**Trip Report:**

**Signatures:**

Title	Approving Official	Date	App/Disapproved
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**Research Leader:**  
**CD/LD/DAD:**  
**Area Director:**  
**NPL / AFM / PM:**  
**Deputy Admin.:**  
**Administrator:**

## General Guidelines:

Trip reports provide information of interest and value to a large number of program managers and scientists who are doing research on similar problems. The trip report must be entered into ARIS/FTIS within 15 working days of the completion of your travel. The report should include the following information.

1. Country or countries visited and period of time.
2. Purpose of trip. Be brief and specific. One or two sentences will be sufficient.
3. Summary. This should be a short summary of the most significant findings, benefits, and/or recommendations. You may include observations of significance not necessarily connected with the purpose of the trip if they are of interest to the overall mission of ARS, the Department, of the United States. The summary is an essential part of your trip report and, if possible, should not be greater than two-thirds page in length.
4. Travel Details. Provide details necessary to document the total trip. "Detail" does not mean hourly accounting of your activities. (For example do not state: "left airport at 7"30 a.m. and arrived Rome at 9:00 a.m., left hotel at 6:30 a.m., etc.) Leave out trivia, provide information on dates, institutions or laboratories visited, individuals contacted impressions regarding research potential of the institution and the staff, problems you investigated, important recent findings of mutual interest, number of seminars you gave at institute and approximate number of attendees, and discussions held with graduate students. International meeting you attended and the paper you presented.

1. [Role of traveler, using the following guidelines:](#)

The role of the traveler should specifically state the tasks and/or responsibilities of the traveler as they relate to the individual leg of the trip. The Role of “Presenter” will take precedence over the role of “Technical Expert” if a presenter; include the name of the presentation either in the “Role” or “Purpose” fields. If “Technical Expert” include their technical expertise. Most travel will fall under these two categories, if neither of these roles fit the trip, explain the significance of their role.

2. [Benefit to USDA section, using the following guidelines:](#)

Start paragraph with - **Benefit to USDA, USDA will benefit from .....**

The benefit to USDA must be clearly stated and concise. Make it meaningful, simply being invited to attend an event is not sufficient; **the justification must indicate how the travel or attendance at a meeting or conference will specifically benefit the mission of the Agency and USDA.** Simply stating that the trip ties into a USDA or ARS priority is not sufficient. There needs to be an explanation of how the trip ties into the priority and how it provides a benefit under that priority. Put the MOST important statement at the top and then explain as needed. The Benefit to USDA is all about USDA, replace ARS, Location, I, we, travelers name etc. with USDA. **Do not include research numbers, or USDA** priorities.

**Agricultural Research Service  
Agricultural Research Information System  
ARS Travel Information System (ATIS)**

<b>Traveler:</b>		<b>Travel Year:</b> 2022
<b>Title:</b> SUPVY RES PHYS SCNTST		<b>Phone:</b> 309-681-6551
<b>Begin Trip Date:</b> 04/22/2022	<b>End Trip Date:</b> 05/01/2022	<b>Duration:</b> 10 days
<b>Project Number:</b> 5010-41000-182-000D		<b>Team Leader:</b> LESTER GENE E
<b>Duty Station:</b> PEORIA, IL		<b>Locn Priority:</b> 0
<b>ModeCode:</b> 5010-05-15		<b>Area Priority:</b> 0
<b>Accounting Code:</b> 1015010515		<b>Current Net Locn:</b> 838,117
<b>Agency Cost:</b> 4,750	<b>Contributed Cost:</b> 0	<b>Total Trip Cost:</b> 4,750

**Remarks:** Depart US: 04/22/2022,  
Arrive Austria: 04/23/2022  
Meeting Dates: 04/25-27/2022  
Depart Austria: 05/01/2022  
Personal Days: 04/28-30/2022

**Leg Code:** A**City:** VIENNA**Begin Date:****Country:** AUSTRIA**End Date:****Purpose:** 1 Present Paper at International Meeting**Funding:** 1 ARS Appropriated Funds

**Purpose Narrative:** Present paper titled, "Effect of sub-critical water flash releasing processing and steam jet cooking of cereal grains on the modifications of their functional food properties". This travel will be to enrich collaboration, networking and building bridges from cereal science to technology community and cover all aspects in the field such as production, processing, nutrition, analysis, new products and technologies, food safety and quality assurance.

**International Meeting Number:** 2156**Meeting Begin Date:****Meeting End Date:****Title:** INTERNATIONAL ASSOCIATION FOR CEREAL SCIENCE AND TECHNOLOGY**Contributing Organization:****Estimated Agency Cost:** 4.750 **Funds Contributed:** 0**Total Leg Cost:** 4.750**Role of Traveler:** Presenter, Session Speaker, Subject Matter Expert

**Benefit to USDA:** The benefit to USDA is that the attendance will provide an opportunity to grasp the latest developments in cereal science and technology and their commercial successes around the world, particularly in the fields of sorghum and hemp utilizations where farmer groups in the U.S. have been advocating for more investment in research and technology development that lead to value-added utilization of these commodities in a new sustainable economy. This travel will be a great forum to learn, collaborate, network, and build bridges among researchers and institutions around the world working on targeted cereal materials, technologies, and products.

**Signatures:**

<u>Title</u>	<u>Approving Official</u>	<u>Date</u>	<u>Approve Disapproved</u>
<b>Res. Leader:</b> LIU SEAN X		09/22/2021	Approved
<b>CD/LD/DAD:</b> Ward Todd J		09/23/2021	A
<b>Area Director:</b> ALBERTO PANTOJA		11/21/2022	Disapproved
<b>NPL/AFM/PM:</b>			
<b>Deputy Admin.:</b>			
<b>Administrator:</b>			
<b>TRSB:</b>			