**THE BORDERS, TRADE, AND IMMIGRATION INSTITUTE**

*A Department of Homeland Security Center of Excellence*

The University of Houston

4849 Calhoun Road

Houston, Texas 77204

*Insert Date*

MEMORANDUM FOR RECORD

From: *Insert Name* *and title (BTI Fellow)*, the BTI Institute

Subject: Trip Report – *Insert Name and Dates*

1. **General.** I attended the annual *insert name of conference* hosted by the *insert name of group* from *insert date* to *insert date* at the *insert location*.
2. **BTI Institute Presentations.**   
   I provided the following presentations:

* ***Day and Date* – *Insert Title.*** Approximately \_\_ people were in attendance. Of note…

1. **Agenda.** The conference agenda was as follows:
2. **Presentations.** I attended the following presentations:

* *Insert meeting objectives*

1. **Key Points.** The following are key points addressed at the meeting:

* *Title of Presentation (presented by Insert name). Provide synopsis/notes*

1. **Coordination:**

I met with *insert name* and *agency* regarding…

1. **BTI Institute Opportunities.** As a result of these discussions, the BTI Institute…
2. **Contacts.** Information is provided on the following contact(s):

Name:

Title:

Agency:

Email:

Telephone:

Notes:

1. **Recommended Follow-Up Actions.** I recommend the following actions/Next Steps:
2. **Tasks:**
3. **Questions.** Address questions to the undersigned at:

Name:

Email:

Telephone:

Mailing Address: