

**Global Travel and Learning Fund (GTLF) Narrative Reporting Guidelines**

All GTLF actions require a brief narrative report. The report should provide (a) details on the use of the funds you or your organization received, describing the activities carried out, (b) progress made in achieving the purposes for which funds were provided, and (c) an attestation that you are in compliance with the terms set forth in your agreement.

**Name of Participant:**

**Participant # (located on contract): SRF # (located on contract):**

**Participant Contact Name: Participant Contact Email:**

**1. Please provide details of how you used the funds received from the GTLF. If you used the funds to attend a meeting, also attach a copy of the agenda.**

2. **Please describe the progress you made in achieving the purposes for which the funds were provided and any lessons learned.**

**3. Is there anything else you would like to share?**

**4. Did you comply with all of the terms set forth in your GTLF agreement? Yes/No**

**Signature**

**Date (MM/DD/YYYY)**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Organization Represented**