



**SIR FORM 51**  
Report of Travel Event Outside the United States  
(Including its Territories and Possessions), Canada and Puerto Rico

Date: \_\_\_\_\_

1. Name of event: \_\_\_\_\_

2. Destination(s): \_\_\_\_\_

3. Date(s) of event: \_\_\_\_\_ to \_\_\_\_\_

4. Travel Agency: \_\_\_\_\_ CST# \_\_\_\_\_

5. Number of participants: Members \_\_\_\_\_; Guests \_\_\_\_\_; Total \_\_\_\_\_

Total number of participants times \$27.00 = \$ \_\_\_\_\_

Signed \_\_\_\_\_

Branch Travel Chairman

For Branch No. \_\_\_\_\_

The total amount as determined in paragraph 5 shall be remitted to the SIR State Treasurer together with a copy of this completed form, within 7 days of receipt of funds from the Travel Agency. See Procedure 13

Distribution: In addition to the State Treasurer, send a copy within 7 days of receipt of funds from the Travel Agency email to [Form51Recipient@sirinc.org](mailto:Form51Recipient@sirinc.org), Branch Secretary and Branch Treasurer.