

# OPSU RECRUITING LOG

The following information must be completed and attached to your travel reimbursement form when claiming expenses while recruiting if an official flyer, agenda, or other official documentation is not available.

NAME \_\_\_\_\_ TODAY'S DATE \_\_\_\_\_

DATE(S) of travel \_\_\_\_\_

**Please fill in the information requested. Addresses of locations visited are required for documentation.**

DATE \_\_\_\_\_ VENUE (must include address) \_\_\_\_\_

BEGINNING TIME OF VISIT \_\_\_\_\_ ENDING TIME OF VISIT \_\_\_\_\_

COUNSELOR \_\_\_\_\_ # OF STUDENTS CONTACTED \_\_\_\_\_  
(When applicable)

DATE \_\_\_\_\_ VENUE (must include address) \_\_\_\_\_

BEGINNING TIME OF VISIT \_\_\_\_\_ ENDING TIME OF VISIT \_\_\_\_\_

COUNSELOR \_\_\_\_\_ # OF STUDENTS CONTACTED \_\_\_\_\_  
(When applicable)

DATE \_\_\_\_\_ VENUE (must include address) \_\_\_\_\_

BEGINNING TIME OF VISIT \_\_\_\_\_ ENDING TIME OF VISIT \_\_\_\_\_

COUNSELOR \_\_\_\_\_ # OF STUDENTS CONTACTED \_\_\_\_\_  
(When applicable)

DATE \_\_\_\_\_ VENUE (must include address) \_\_\_\_\_

BEGINNING TIME OF VISIT \_\_\_\_\_ ENDING TIME OF VISIT \_\_\_\_\_

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