TRIP REPORT FORMAT

Date:

From:

- To: Executive Officer, Marine Corps Base, Camp Lejeune
- Via: Director, Marine Corps Community Services, Marine Corps Base, Camp Lejeune
- Subj: TRIP REPORT
- Ref: (a) BO 5214.2C
- 1. Purpose of trip:
- 2. Duration:

to

- 3. Key person(s) contacted on trip:
- 4. Place(s)/unit(s) visited:
- 5. Narrative summary: (continue on a second page, if needed)
- 6. Problems encountered:
 - a.
 - b.
 - c.
- 7. Recommended action:
 - a. b.
 - c.
- 8. Immediate action taken (if any):

(Signature)