



## TRIP LOG INFORMATION

- 1) All trips need to be reported even if public land was not used or money was not received (i.e. comp trip). Include training trips and any trips using only private lands. We need to get complete information on the amount of use on the public lands. This will help us when it is time to update our management plans.
- 2) Identify all sites used on your trips. This will help us to determine site utilization and to prioritize the sites for improvements.
- 3) Trip types include whether it was a full day, half day, training, overnight, fishing, etc. This information will be used to determine what types of improvements are needed at existing sites and what types of sites may be lacking.
- 4) The number of clients and staff are used to determine the number of user days on the public lands and also to determine average party size.
- 5) Gross receipts information is required daily for all trips involving public lands. ALL fees collected from your guests must be included for trips using public lands.