



MEETING EXPENDITURE REQUEST FORM

Date: _____

From: _____
(Submitter's name)

Subject: Business Event/Meeting Expenditure

To: Executive Director (or designee)

Business Event/Meeting: _____
(Name of group)

Justification; how event/meeting will further the Foundation's ability to facilitate research and education:

Attendees:

Location of meeting: _____

Date of meeting: _____ Time: _____ from _____ to _____

Will the meeting lasts more than two hours or extends through a normal mealtime? check one Yes No

Expenditure: _____ (even if pre-approved original receipts need to be attached prior to payment)

Payable to (Please print full name): _____

Signature

Pre-Approval: _____ Date _____