



MEETING/CONFERENCE EXPENDITURE REQUEST FORM

A request for support must include a statement about the research/educational rationale for the event; that is, its VA related research/educational purpose that the Foundation's mission/purpose can support. Accompanying documents should include the program, agenda, or topic of discussion and a roster of attendees. When appropriate, the request should tie the meeting to an approved research project.

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

From: \_\_\_\_\_
(Submitter's name)

Subject: Research or Educational Meeting Expenditure- \_\_\_\_\_ (Event of Group if not a project)

If Project: \_\_\_\_\_
(Name of approved R&D or Educational Committee)

To: Executive Director or Designee

How meeting/conference relate to approved project:

Attendees:

Location of meeting: \_\_\_\_\_ Date of

meeting: \_\_\_\_\_ Time: \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

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

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

Payable to (Please print full name): \_\_\_\_\_

Principal Investigator's Signature

Foundation Management Approval

Pre-Approval (check one) Y or N \_\_\_\_\_ Date: \_\_\_\_\_

Executive Director or Designee