



Meeting Expense Form

Date:			
T0: VMRF - ACCOUNTS PAYABLE			
From:		VMRF Project#:	
Mail Code:		Phone Ext:	
Make check payable to:			
Mail check to: <input type="checkbox"/>		Call for pick-up: <input type="checkbox"/>	
1. I am requesting a check in the amount of \$ _____ for expenses associated with a business meeting. (The maximum per person reimbursement amount is \$26 for breakfast. \$38 for lunch. \$64 for dinner)			
2. Date of Meeting:			
3. Meeting Start Time:		Meeting End Time:	
4. Location of Meeting:			
5. Please state the purpose of the meeting:			
Specifically, how will the meeting/program further the VASDHS research or education mission?			
6. Meeting Features (please respond to each item by checking the appropriate box)			
• This meeting or program is scheduled on a regular basis (such as weekly, monthly, etc.):		yes <input type="checkbox"/>	no <input type="checkbox"/>
• This meeting or program included at least one non-VASDHS person:		yes <input type="checkbox"/>	no <input type="checkbox"/>
• This meeting or program included at least one formal presentation:		yes <input type="checkbox"/>	no <input type="checkbox"/>
• This meeting or program is an internal staff meeting:		yes <input type="checkbox"/>	no <input type="checkbox"/>
Signature of Investigator: _____		Date: _____	
By signing this form, I hereby attest that 1) the funds being disbursed are for goods and/or services related specifically to the grant, contract or other funding source associated with this project number; and 2) no costs of entertainment, diversions, holiday events, social activities, or ceremonials such as birthday, retirement, or going-away parties are included.			
Required Information:			
1. Itemized original receipts (must include each item purchased, not total credit card slip)			
2. Attendee roster			
3. Agenda or program			
Requires C&G approval		<input type="checkbox"/> Yes <input type="checkbox"/> No	Initials:
Secondary approval required		<input type="checkbox"/> Yes <input type="checkbox"/> No	Date: