



South Florida Veterans Affairs  
Foundation for Research and Education, Inc.  
[www.sfvafre.org](http://www.sfvafre.org)

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**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