



Business Meal Event (In House or Off Site)

Business meals must be purchased from a registered company that offers services to the general public.

Provide prior to the event. (Pre-Event Form)

Check one

- Physician Recruitment
- Public Relations or Fundraising event
- Research Related Meeting/Conference/Symposium/Grand Rounds/Workshop **(this cannot be a routine staff meeting or job training event. New educational information must be provided.)**
- Educational Meeting (not related to research) Meeting/Conference/Symposium/Workshop **(this cannot be a routine staff meeting or job training event. New educational material must be provided.)**

Date: _____ Length of Meeting: _____

Location: _____

Purpose of Meeting *(Explicit rationale for the event and how it relates to further research, the educational mission of the Richmond VAMC or RIVR business operations):*

Guest Speaker Name *(for workshop/education event):* _____

Guest Speaker Position/Expertise: _____

Name of Account Being Charged: _____