



Finance & Accounting
Travel Section
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MEETING INFORMATION

PO Number _____

I recently attended a meeting (not a conference or a seminar), for which there was no scheduled agenda. The meeting was directly related to the above referenced PO.

Date _____

The meeting was arranged by (phone, e-mail, previous business meetings/conferences)

Location _____

Names and titles or positions of those with whom I met

Purpose of the meeting

I certify that the above information is true and correct, and is supplemental to the reimbursement request I have submitted for payment for the above numbered PO.

Traveler's signature

Date