



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

Form 41-907 (3/2005)