



## Meeting/Collaboration Information

Spend Authorization Number \_\_\_\_\_

I recently attended a meeting/collaboration/research/fieldwork for which there was no formal or scheduled agenda. The meeting/collaboration/research/fieldwork was directly related to the above referenced spend authorization.

Date of business To: \_\_\_\_\_ From: \_\_\_\_\_

The meeting/collaboration/research/fieldwork was arranged by (phone, email, previous meetings/conference): \_\_\_\_\_

\_\_\_\_\_

Location: \_\_\_\_\_

Names, titles and/or positions of meeting participants: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Business purpose of the meeting/collaboration/research/fieldwork: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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 reference spend authorization.

\_\_\_\_\_  
Traveler's Signature

\_\_\_\_\_  
Date