



Request for Funds to Purchase Meals or Refreshments

**NFFRE funds may only be used for meals and/or refreshments under the following circumstances
Cost must be reasonable in relation to event and an agenda must be attached to request.**

Today's Date

Individual Requesting Funds

Date of Meeting or Event

Description of Meals or Refreshments
to Be Provided

Type of Event

Event Location

Presenters

Anticipated Cost

Anticipated VA
Employees

Anticipated Non-VA
Employees

Frequency of Event (check one)

One Time Only

Monthly

Annually

Please check one box and provide a description of the event below.

NFFRE business meeting

Recruitment associated with a new clinician/investigator

Special event, such as awards presentations or lectures that include non-VA and non NFFRE employees

Infrequent (yearly or semi-annual) meetings of VA staff, a committee, or a department that further the VA research and education mission

Light refreshments only, meeting(s) longer than 2 hours, meetings that occur beyond normal tour of duty, or meetings that occur over the lunch hour



Purpose of Meeting or Event. NOTE--Expenditures for the following are prohibited: Entertainment costs and costs for refreshments or meals for routine VA staff, committee, or department meetings or for staff holiday parties, retirement parties, or other celebrations.

Requestor Signature

NFFRE Executive Director Approval

NFFRE Project to Be Charged