Veterans Health Foundation

Improving Veterans Lives Through Research and Education

Request for Funds to Purchase Meals or Refreshments

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

Today's date

Individual Requesting Funds

Date of Meeting or Event

Description of Meals/Refreshment 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

- ( ) VHF Business Meetings
- ( ) Recruitment associated with a new clinician/investigator
- ( ) Special Events, such as awards presentations or lectures that include non-VA & non VHF employees
- ( ) Infrequent (yearly or semi-annual) VA staff, committee, or department meetings that further the VA research and education mission
- ( ) Light Refreshments Only, Prolonged meetings (>2hrs), meetings that occur beyond normal tour of duty, or meetings occurring over the lunch hour

Purpose of Meeting or Event (Note that expenditures for the following meetings or events are prohibited: Refreshment/meals for routine VA staff, committee, or department meetings; Refreshments for staff holiday parties, retirement parties, or other celebrations; and Entertainment costs.)

Requestor Signature

VHF Approver Signature

Project PI Signature (if applicable)

VHF Project to be charged