



**Business Meals Supporting Documentation
Post Event Form**

Please attach the following:

- Attendee Invite (this can be an email)
- Detailed Agenda or Program (include general topics covered as well as topics covered by speaker)

Attendee Sign in List

(Provide name and whether VA, RIVR, VCU employee, or other)

1. _____

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Attendee Sign in List

(Provide name and whether VA, RIVR, VCU employee, or other)

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Attendee Sign in List

(Provide name and whether VA, RIVR, VCU employee, or other)

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Attendee Sign in List

(Provide name and whether VA, RIVR, VCU employee, or other)

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Attendee Sign in List

(Provide name and whether VA, RIVR, VCU employee, or other)

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