

Date of Meeting: \_\_\_\_\_ Employee Name: \_\_\_\_\_ EMPL ID: \_\_\_\_\_

Location of Meeting: \_\_\_\_\_

Distance traveled (from and to cities): \_\_\_\_\_

Timeframe of Meeting: \_\_\_\_\_

Hosted By: \_\_\_\_\_

Topics of Discussion/Agenda: (attach extra documentation if necessary)

Were any meals provided?  No

Yes - Provide detail below: