

ALTERNATE PROOF OF ATTENDANCE

A valid proof of attendance is required to be submitted with the travel reimbursement request.
Valid proof of attendance can include, but is not limited to:

- A copy of a certificate,
- A copy or a printout of the attendee's ECU (continuing education credits)
- A copy of the course material cover page received at the seminar - must be noted that the materials were received at the conference/seminar
- A copy of the seminar vendor's sign in sheet highlighting the attendee's name
- An original name tag
- Seminar vendor's attendance letter on letterhead naming attendee and seminar information

If none of these options are available, please fill out part A of this form. Have the staff handling the on-site check-in fill out part B as alternate proof of attendance.

PART A

Person attending the seminar/conference

Department

PART B

Signature

Printed Name

Title

Date