

Workshop/Conference Proof of Attendance

Use this form only if the workshop/conference attended DOES NOT provide a certificate of attendance (or similar). Complete the top portion of this form and obtain name, position, and signature from someone at the workshop/conference (e.g., presenter, registration desk, etc...). Include this document as proof of attendance when submitting for reimbursement.



IVYMOUNT

Employee Name: _____

Workshop/Conference Title: _____

Workshop/Conference Date/s: _____

Workshop/Conference Location: _____

Bottom portion to be completed at the Workshop/Conference

Please complete the information below to verify attendance for the identified employee at the Workshop/Conference described above.

Print Name

Position

Signature

Date