

2026 IADR/AADOCR/CADR General Session & Exhibition Scientific Group/Network – Catering Expense Approval Instructions

Scientific Group/Network Authorization for Expenses

All requests must be approved with signature by at least TWO officers of the Scientific Group/Network (*preferably the Treasurer or President*).

Submitting Payment Requests

1. Approved payment requests must be emailed by February 1, 2026 to the following:
 - meetings@iadr.org
2. IADR will submit the catering order and the estimated budget and any other documents substantiating the expense of the officers once the caterers provide the order in their documents.

NAME OF SCIENTIFIC GROUP/NETWORK:

NAME OF RECEPTION/EVENT:

DATE AND TIME:

LOCATION/CATERER: San Diego Convention Center

I authorize IADR to submit payment for our Reception/Event on behalf of the Scientific Group/Network for the reception/event listed above:

AMOUNT AUTHORIZED: _____

NAME OF SCIENTIFIC GROUP/NETWORK OFFICER 1:

SIGNATURE OF SCIENTIFIC GROUP/NETWORK OFFICER 1:

DATE:

NAME OF SCIENTIFIC GROUP/NETWORK OFFICER 2:

SIGNATURE OF SCIENTIFIC GROUP/NETWORK OFFICER 2:

DATE:

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