



Special Outreach event for Travel & Expense Hosted by the  
Disbursement Group, Procurement and SLMBE Offices

**When:**

Tuesday, October 25, 2016  
9:00 a.m.-11:00 a.m.

**Where:**

WSSC Headquarter Bldg.  
14501 Sweitzer Lane  
LK120  
Laurel, MD 20707

**Agenda Overview:**

9:00 am: Registration  
9:15 am: SLMBE Office Workshop Presentation  
10:00 am: WSSC Travel & Expense  
11:00 am: Network & Supplier Portal  
Onsite Registration

**Purpose:**

This event will provide an overview for an upcoming Travel and Expense Management Request for Information (RFI) opportunity in support of a strategic sourcing initiative. All business partners interested in proposing a travel and expense management solution are encouraged to attend.



**ALL Vendors seeking to do business with WSSC must be registered in the WSSC's Supplier Portal. It's FREE, Quick and Easy**  
To register visit: <http://www.wsscwater.com/supplier>

*When you arrive, please make sure that you have a form of identification for check-in.  
Additional parking available directly across the street from WSSC's Headquarter Building.*

*Please note, there is limited parking.*

For Onsite Supplier Portal Registration, bring a completed copy of your W-9 on a USB drive.

***For more information, call the SLMBE Office at 301-206-8800***

***Monday-Friday 8:00 am-5:00 pm***

**NO RSVP REQUIRED FOR THIS FREE EVENT!**

***"Diversity...just the way we do business!"***