Date ______________________

__________________________________________________ is requesting funds in the amount of

(organization)

$ ________________________ for ______________________________________________ to be held at

(dollars) ( activity)

_______________________________________________ on ____________________________________

(place) ( dates)

Advisor ________________________________________ Phone ________________________________

Student Contact _________________________________ Phone ________________________________

The purpose of this activity is ____________________________________________________________

The following is a breakdown (be specific) of the funds being requested:

TRAVEL

Housing

_________ rooms @ $ __________ x ________ nights =  $ __________

Student Meals

_________ breakfast @ $ ______ x ________ people =  $ __________

_________ lunches @ $ ______ x ________ people =  $ __________

_________ dinners @ $ ______ x ________ people =  $ __________

Advisor Meals

_________ breakfast @ $ ______ x ________ people =  $ __________

_________ lunches @ $ ______ x ________ people =  $ __________

_________ dinners @ $ ______ x ________ people =  $ __________

Registration $ ______ x ________ people =  $ __________

Other $ __________

Materials & Supplies ___________________________________________________________________

Miscellaneous ____________________________________________________________

Advisor Signature ___________________________ Student Leadership & Activities

____________________ Approved ___________________ Not Approved _____________Date