Undergraduate Business Administration

SPECIAL EVENT FORM

INFORMATION ON STUDENT REQUESTING FUNDING				
First Name	Last Name			
Andrew ID	Telephone			
Home College	Department			
EVENT DETAILS				
Organization Name				
Event Name				
Start Date	End Date			
Location	Time of Event			
Brief Description of the Event:				
FUNDING DETAILS				
Confirmed Funding (circle one) Yes No				
If Yes, Sources of Confirmed Funding:				
Amount (\$) Source(s)				
1				
2				
3				
4				
5				

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BUDGET OF EXPENSES				
Total Cost				
Food Cost		Materials Cost _		
Facilities Cost		Lodging Cost		
Transportation Cost				
Type of Transportation (Check one or more):	Bus	 Train	Plane	Car
Accommodation Cost	bus	ITalli	Flatie	Cai
Type of Accommodation (Hotel, Venue, etc.):				
Other Costs				

ADDITIONAL INFORMATION TO NOTE

*Note: All receipts MUST be submitted to Rubab within 2 business days of the event).

*Within <u>3 days</u> of the event, each club *MUST* fill out the follow-up form and return it directly to Rubab.

*Please be sure the facility your organization used is left in good condition after your event!!!

*Please see the <u>point of contact</u> for questions and to return this form and other supplemental papers:

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