

# Campus Life Committee Expense Form

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Name: \_\_\_\_\_ Email: \_\_\_\_\_

Event Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Event Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

Total Budget Amount: \$ \_\_\_\_\_

Total Amount Spent: \$ \_\_\_\_\_

- Applicable Fund:     Academic Events Fund  
                            Agnes Moreland Jackson Diversity Fund  
                            Forum Fund  
                            Glass Humanities Fund  
                            Printed Word Fund  
                            Salathe Fund  
                            Strategic Initiative Fund

- All original receipts must be attached and taped onto a separate sheet of paper
- Flyer, Poster, or email submitted as proof of publicity for event
- Copy of Award email sent to recipient
- Campus Life Evaluation Form submitted
- W9/s submitted for honoraria

**Expenditures:**

Please list expenditures by type (Honorarium, Travel--Gas, Airfare, Taxi, Car Rental, Hotel, Food, Catering, Publicity, Other, Miscellaneous, etc.)

Type	\$ Amount	Service Provided By	Person to Reimburse

**Important:** Reimbursement process, except honoraria, will not begin until all expenditures have been submitted.