



**EXPENSE FORM**

Student Organization Name: \_\_\_\_\_

Event Name: \_\_\_\_\_ Event Date: \_\_\_\_\_

Organization Officer: \_\_\_\_\_ Signature: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date of Submission: \_\_\_\_\_

**ACTUAL EXPENSES:**

Description	Amount
Performer/Honorarium: _____	\$ _____
Rental Charges: _____	\$ _____
Promotion and Publicity: _____	\$ _____
Food/Catering: _____	\$ _____
Supplies/Services: _____	\$ _____
University Services: _____	\$ _____
TOTAL AMOUNT SPENT:	\$ _____
APPROVED AMOUNT BY ASI:	\$ _____
AMOUNT RETURNED TO ASI (IF ANY):	\$ _____

**Note:** After approval, ASI will deposit the total approved amount to the club’s project number. This form must be submitted to demonstrate that the funds approved were used as indicated by ASI. Copies of all receipts and/or a print out of your club account form must be submitted with the Expense Form (Funds not used by the student organization as approved by ASI will be removed from the club/organization project number). If funds are not used as approved by ASI, it will affect future requests for funds. **Submit form not later than two weeks after the event to the ASI Office, Student Union**