University of Houston-Victoria
Student Life & Services

INDIVIDUAL NON-ORGANIZATIONAL FUNDING REQUEST

Requested by: _____

Sponsor: _____

Address: _____
Street *City* *Zip*

Phone: (_____) _____ Fax: (_____) _____ Current Date: _____

Reason for request: _____

_____

_____

_____

_____

_____

Estimated Expenditures

Date of Event: _____ Departure Date & Time: _____ Return Date & Time: _____

Travel cost/type (air, auto, bus, etc.)_____

Lodging Cost: _____ Location: _____ #of days: _____ Meals: _____

Other: _____

****

Please be specific in your estimation. While maximum funding per person is $250, under special circumstances, the Student Senate can make a request for matching funds to the President.

Signature of Sponsor (optional): _____ Date:_____

Signature of Student: _____ Date:_____

Signature of Student Senate Member: _____ Date:_____
(Student Senate President or Treasurer)

Signature of Student Senate Sponsor: _____ Date: _____

****

If additional funding, other than the $250 maximum approved _____ disapproved _____ by the Student Senate on (date) _____ is needed, a copy of this form, along with a formal letter of request from the student stating why he/she believes that more funds are necessary, will be sent to the President by the Student Senate. All applications must be presented to the Senate by both the Student and Sponsor at least 60 days prior to the event/ presentation, and in special circumstances no later than two weeks before the presentation. All receipts are required for reimbursement.

Request to the President for matching funds: Approved ___ Amount: ___ Date: _____

Disapproved: _____ Date: _____ Reason:_____

President's Signature: _____