UNIVERSITY of **HOUSTON**

GERALD D. HINES COLLEGE of ARCHITECTURE

Student Programs/Conference Funding Request Form

Please print or type. Fill the form out completely. All funding requests much be submitted prior to any event.

INDICATE REQUEST TYPE:	☐ Program	☐ Conference*

*Participants must conduct a workshop two weeks after returning from the conference.
(Dates and locations for the workshops must be submitted to Assistant Dean Trang Phan.)

Date_____

Organization _____

Program/Conference Title_____

Program/Conference Date(s)_____

Program/Conference Time(s)_____

Location _____

President_____ Student ID_____

Phone or e-mail address _____

Event Chair_____ Student ID_____

Phone or e-mail address _____

Faculty Advisor_____

Number of Program Participants_____ Number of Conference Attendees_____

Estimated Attendance _____

Student Ticket Price_____ Public Ticket Price_____

Organization's Contribution _____

Other Funding Sources _____

Other Funding Sources _____

Amount Requested _____ Total Program Cost _____

**Approved funding may be processed through reimbursement submissions or direct payment. Direct payments REQUIRE student organizations to submit requests for funding at least ONE MONTH in advance of the program or conference. Reimbusements can only be issued AFTER the conference or program is completed.

** All receipts related to conference participation MUST be submitted within ONE WEEK after the conference ends.

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Office Use Only

☐ Approved

Amount $_____   ☐ Disapproved

Assistant Dean_____ Date _____

College Administrator_____ Date _____