

UNIVERSITY of HOUSTON

GERALD D. HINES COLLEGE of ARCHITECTURE and DESIGN

Student Programs/Conference Funding Request Form

All funding requests must be submitted prior to any event.

Please indicate your 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 the Assistant Dean).

Date Name of Organization

Program/Conference Title

Program/Conference Date(s)

Program/Conference Time(s)

Location

President UH ID # Phone or Email Address

Event Chair UH ID # Phone or Email Address

Faculty Advisor

Number of Program Participants Number of Conference Attendees

Estimated Attendance Student Ticket Price

Organization's Contribution

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. Reimbursements 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.

OFFICE USE ONLY

Approved Disapproved

Amount \$ _____

Assistant Dean Date

College Administrator Date