

COMPETITION EXPENSE ITEMIZATION

Request No. _____

Date: _____

ORGANIZATION: _____ COMPETITION: _____

DATES: _____ LOCATION: _____

REQUESTOR: _____ SIGNATURE: _____

E-MAIL: _____ PHONE: _____

| | Request | Allocations Recommendations | | | | SGB Decision | |
|-------------------------|--------------------|-----------------------------|----------------|----------|-------------------------|--------------|-------|
| | | A | D | Revision | | | |
| No. Of People | | | | | No. Of Delegates | # | _____ |
| 1 Registration | | | | | 1 Registration | \$ | _____ |
| 2 Lodging | | | | | 2 Lodging | | _____ |
| 3 Ground Transportation | | | | | 3 Ground Transportation | | _____ |
| 4 Airfare | | | | | 4 Airfare | | _____ |
| 5 Miscellaneous | | | | | 5 Miscellaneous | | _____ |
| TOTAL: | | \$ _____ | | | TOTAL: | \$ | _____ |
| | Allocations | | Defer | | | | |
| | SGB' | | Approve | | | | |
| | | | Deny | | | | |

Please attach a Competition Justification to this form.

- 1 Registration _____
- 2 Lodging _____
- 3 Ground Transportation _____
- 4 Airfare _____
- 5 Miscellaneous _____

SGB POLICIES REGARDING COMPETITIONS

Refer to www.pitt.edu/~sgb/ for more information.

Competition Cap: SGB has established a \$5,000 per fiscal year funding cap for competition expenses. The SGB may, by exception, break the cap.

_____/_____
Student Government Board Date

_____/_____
Allocations Date