PROGRAM EXPENSE ITEMIZATION

Request No.___ Date: _____

ORGANIZATION:_____ **PROGAM TITLE:**_____

REQUESTOR:_____ **SIGNATURE:** _____

E-MAIL:_____ **PHONE:**_____

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	Request	Allocations Recommendations A	D	*Revision*	SGB Decision	
1 Honorarium				$	1 Honorarium	$
2 Airfare					2 Airfare	
3 Ground Transportation					3 Ground Transportation	
4 Hospitality					4 Hospitality	
5 Lodging					5 Lodging	
6 Facility Rental					6 Facility Rental	
7 Equipment Rental					7 Equipment Rental	
8 Set-Up Costs					8 Set-Up Costs	
9 Security					9 Security	
10 Advertising					10 Advertising	
11 Refreshments					11 Refreshments	
12 Supplies/Decorations					12 Supplies/Decorations	
13 Miscellaneous					13 Miscellaneous	
TOTAL:	$ 0.00	$			**TOTAL:**	$

Allocations		**Defer**
SGB		**Approve**
		Deny

Please attach a Program Justification to this form.

For each line item, provide a short explanation and breakdown of costs.

1 Honorarium _____

2 Airfare _____

3 Ground Transportation _____

4 Hospitality _____

5 Lodging _____

6 Facility Rental _____

7 Equipment Rental _____

8 Set-Up Costs _____

9 Security _____

10 Advertising _____

11 Refreshments _____

12 Supplies/Decorations _____

13 Miscellaneous _____

_____/ _____ _____/ _____

Student Government Board **Date** **Allocations** **Date**