Budget Worksheet Request for Travel or Program Funds

Organization Name:	
Fiscal Year	

Budget Category	Budget	Description	Requested Amount	Approved Amount
Contractual (registration, entry/admission fee)				
Travel (vehicle, hotel, airfare, car rental, fuel/mileage, taxi, parking, public transportation)				
Commodities/Printing (misc. supplies, food/drink, printing)				
Income-Money the organization is contributing (fundraising, dues, department funding, gifts, co-sponsorship, other)				
Grand Totals				

Request for Travel Funds Organization Name:				
Resp	Respond to the following for each program request form.			
1)	Please provide a description and purpose of requested travel:			
2)	Dates of travel:			
3)	Travel destination (city, state):			
4)	What are the registration or admission costs associated with this travel per person?			

What other funding sources, apart from student fees, will be used to support this travel?

Description

Amount

How many travelers will this budget request support?

5)

6)

Funding Type

	Does this organization charge dues? If yes, what is the total amount collected annually?
8)	How will this travel benefit the Illinois Central College community? Are there other communities (groups outside of ICC) served by this travel?
9)	What strategies have or will the organization pursue to control costs associated with this travel?
10)	If the organization does not receive funding or only partial funding, will participants still travel?
11)	Name of advisor who will be traveling with the student organization (must be a current ICC faculty or staff member).
12)	How does this activity support the mission of the College?
Indiv	ridual submitting this form:
Indiv	ridual's position within the student organization:
Phon	e: Email:

Request for Program Funds

Orga	anization Name:
Aca	demic Year:
Resp	oond to the following for each program request form.
1)	Please provide a description and purpose of program:
2)	Name of advisor who will be overseeing this event (must be a current ICC faculty or staff member)?
3)	Who is the program's audience?
4)	What strategies have or will the organization pursue to control costs associated with this program?
5)	If this program does not receive funding or only partial funding, will the program still occur?
6)	If the program does not occur, what will be the impact on the students of Illinois Central College?
7)	How many students will be involved in implementing this program? (Including advisors)