

Club/Society Expense Form

Important Notes:

- SAO will respond to this expense form within **5(five) working days** from the submission date. Thus, this expense form should be submitted with the proposal form to SAO at least two weeks prior to the event date. Failure to comply with the previous statement will render the proposal denied.
- The following expense form is preferably sent by email to hh62@aub.edu.lb in a zip file. The zip file should also include the sponsorship confirmation letters/emails and the event poster. The zip file should be named according to the following: **ClubName_EventName_EventDate**
- Decision will be taken upon receiving all necessary documents

Section One

Event Name: _____

Club/Society Name: _____

Event's Location and Date: _____

Event Description:

***Please Note:** The event description should include the **nature of the event**. Ex. Educational, Sports, Workshop...*

Section Two

How do you plan on funding your event? *(Please circle one or more from the following)*

- 1- Club Account
2- External Sponsor

- 3- Faculty/Department Aid
4- USFC

Please Note: If criteria 2, 3 or 4 are chosen, a confirmation should be provided along this form .If the confirmation is not provided then Student Affairs office will not take the funding into consideration.

Fund Source	Expenditure in USD
From Club	
From USFC	
From Faculty/Dept. Aid	
From Sponsors <i>(List names with amount sponsored)</i>	
Total Expenditure in USD	

Section Three

Student's Name: _____

Student's Position: _____

Student Phone number and email: _____

Student's Signature: _____

Coordinator's Signature: _____

Date of Submission: _____