

Club/Society Expense Form

Important Notes:

- OSA will respond to this expense form within **five working days** from the submission date. Thus, this expense form should be submitted with the proposal form to OSA 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 std-act@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 to fund your event? *(Please circle one or more from the following)*

1- Club Account

3- Faculty/Department Aid

2- External Sponsor

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

Section Three

Student's Name: _____

Student's Position: _____

Student Phone number and email: _____

Student's Signature: _____

Student Activities dept.: _____

Date of Submission: _____