



COMMITTEE BUDGET APPLICATION FORM

ONE PROJECT PER FORM

INSTRUCTIONS

Committee Chairs are to complete one form for each project being requested. Please put any important background information about the project in the "Details of request" section. If you don't know the exact cost, please make your best estimate. Project expenses are any expense outside of a regular committee meeting; examples could include: costs associated with sending member to a conference or an extra day for training (registration,transport, perdiems, lost wages), materials for a campaign or swag for an event.

COMMITTEE NAME: _____ NAME OF PERSON COMPLETING FORM: _____

EMAIL: _____

PHONE: _____

PROJECT NAME: _____

PROJECT ID (OFFICE ONLY): _____

PROJECT DESCRIPTION:

DETAILS OF REQUESTED ITEMS (e.g. registration,transport, perdiems, lost wages,materials, swag, mail-out cost)	ANTICIPATED COST:
TOTAL \$	

Signature (Committee Chair)

Date

YES NO

APPROVED:

ON BEHALF OF THE ADMIN COMMITTEE

Signature

Date