



ASBTC Funding Request Form

Funding Requirements

1. All requests that involve travel, which is anything not on BTC's campus, must have an approved Trip Proposal. Go to the Trip Proposal Guidelines on the Travel Intranet site.
2. All requests will be reviewed by the ASBTC Executive Team for approval of consideration.
3. Any request for \$500 or more will be presented at the Senate by the ASBTC Executive Team for approval consideration.
4. The advisor or program faculty will be notified by email of funds status.
5. All approved funding requests require a presentation to the Senate within three weeks after the event is complete showing students experience.

Note: The trip proposal form does not guarantee ASBTC funding.

Programming Information

Program or Club Name: _____ Date: _____

Amount requested include tax: _____

Number of participating students: _____

Event dates: _____ Event start and end time: _____

Event location: _____

Event description: _____

Please include an attachment with breakdown of expenses.

Programs Approval

Student Coordinator

Advisor or Program Faculty

Print name: _____

Print name: _____

Signature: _____

Signature: _____