



## 2025-2026 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 consideration of approval.
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

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: \_\_\_\_\_

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