

Organization Name
Special Allocation
Date(s)

Expenses

Registration Fee	\$170.00
Hotel	
5 Rooms/2 nights: \$90/room	\$900.00
Transportation	
1 van: 3 Days: \$80/day	\$240.00
Gas	\$100.00
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Total Expenses	\$1410.00

Funds Contributed

Member contribution	
\$25/member (12)	\$300.00
Fundraiser	\$200.00
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Total Contribution	\$500.00

Expenses:	\$1410
Contribution:	\$500

Requested Funds:	\$910
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Include description of event and details- Dates, location, travel, member count, purpose, etc.

Contact Information: Name, Position, phone, e-mail