

**REQUEST FOR FUNDING**

Please fill out completely and email to: [asrcc.vp@rcc.edu](mailto:asrcc.vp@rcc.edu).

**Be certain to research the expenses you are listing to assure accuracy. Please fill out one form for each single planned event.**

*If traveling, Federal Per Diem rates will be applied for lodging, and meals and incidentals. Please use this link to find those rates: <https://www.gsa.gov/travel/plan-book/per-diem-rates?gsaredirect=perdiem>*

*Rates for airfare, rental cars, and lodging can be found in Concur. (Must be included in request)*

Contact Name and Email: \_\_\_\_\_

Club/Organization: \_\_\_\_\_

Event: \_\_\_\_\_ Date of scheduled event: \_\_\_\_\_

Location of event: \_\_\_\_\_

Purpose of event: \_\_\_\_\_

What is the expected outcome of this event (be specific): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Anticipated number of people to attend: \_\_\_\_\_

Description of expenses for the event (please be specific.) Type or print.	Total Cost	Provided by Club	Requested from ASRCCD
1. _____	\$ _____	\$ _____	\$ _____
2. _____	\$ _____	\$ _____	\$ _____
3. _____	\$ _____	\$ _____	\$ _____
4. _____	\$ _____	\$ _____	\$ _____
5. _____	\$ _____	\$ _____	\$ _____
TOTALS: _____	\$ _____	\$ _____	\$ _____