

FACULTY REQUEST FOR FUNDS FOR EVENTS

INSTRUCTIONS: Please provide the information requested and submit completed form electronically to Arthur Versluis (versluis@msu.edu) and cc: Ashley Housler (housler@msu.edu)

Name:

MSU Net ID:

Date Submitted:

Type of Event:

Name of guest speaker:

Proposed time and date of event:

Title of event to be listed:

Guest Speaker contact information (email, address, phone number):

Is the speaker a US citizen?

If no, what type Visa do they have?

Breakdown of costs: (Honoraria, food, travel expenses etc.)

Item	Budget
1.) _____	_____
2.) _____	_____
3.) _____	_____
4.) _____	_____

Estimated **total** cost of event:

Is there another department co-sponsoring?

If yes, please list which department, contact email from that department, amount, and account number if known:

Will you need Ashley to provide the room?

If yes, please list size of room, technology needed, and two possible locations:

Who will be creating and distributing flyers for the event:

Any additional information or request:

Approved by:

Date Approved: