



University of Arkansas at Pine Bluff

Request for Expenditure from Institutional "Official Functions"

Account Number

Account Name

Name of Function/Activity:

Date(s) of Activity:

Purpose of Function/Activity and Benefit to the Institution?

Those to Attend (list if appropriate):

Budget Estimate (Use Additional Pages if Necessary):

Total Estimated Expenses \$

Lodging	\$
Meeting room/rental charges	\$
Food expenses	\$
Misc. expenses	\$
TOTAL ESTIMATED EXPENSES	\$

Requested by:

Name and Title

Date

Grant Accounting (when Official Function is funded by a Grant Account)

Date

Vice Chancellor for Finance & Administration

Date

Chancellor

Date