



UNIVERSITY
of ARKANSAS
 AT PINE BLUFF
 1873

University of Arkansas at Pine Bluff

Request for Expenditure from Institutional "Official Functions"

Account

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 Costs \$

| | |
|--|-----------|
| Lodging | \$ |
| Meeting room/rental charges | \$ |
| Food expenses | \$ |
| Misc. expenses | \$ |
| TOTAL ESTIMATED MEETING EXPENSE | \$ |

Requested by:

Name and Title

Date

Chancellor

Date

Certified and Accounted by:

Vice Chancellor for Finance & Administration

Date