

Application for Student Activity Sponsorship Faculty of Engineering

Notes and Instructions

The Faculty of Engineering and its departments have limited funding to support students activities that enrich and expand their academic experience at Dalhousie.

General Conditions

1. Limited funding is available to assist students in attending conferences, meetings and competitions relevant to their program of study as well as support for student societies and other student activities. Approval before event, travel, activity, purchase of goods or services, etc. is required.
2. Reimbursement of travel and other expenses will be at the most economical fare or rates.
3. Funding applications for purchase of goods or services require at least two quotations.
4. Confirmation of all other funding sources must be attached to this application. Failure to provide may affect available funding from the Faculty of Engineering and its departments.
5. Original detailed receipts are required for reimbursement (credit or debit slips are not sufficient).
6. All airline transportation must be arranged and booked through Amanda Pottie (Dean's Office) AFTER funding is approved.

Funding Allowances

1. Approval is subject to available funds.
2. Ineligible expenses include alcohol and airline seat selection fees.

Submit complete application to your Department for both activity and funding approval. The Department will forward to the Dean's Office, as required.

APPLICATION FOR ACTIVITY SPONSORSHIP FOR ENGINEERING STUDENTS

Activity _____
 Location/Destination _____
 Website _____

Attach copy of announcement, notice and/or program

Activity Date(s) including travel dates (dd mmm yyyy) FROM _____ TO _____

Description
of activity
or event

CONTACT INFORMATION

Society, Team or Committee Name _____
 Name and Department of all Society, Team or Committee Members for whom sponsorship is required
 (attach page as required)

Contact Name _____ Contact Banner ID _____
 Contact Email Address _____

BUDGET INFORMATION (attach pages as required)

Tab to update \$\$

Expense	Details	Unit Cost	#	Forward
		\$		\$
		\$		\$
		\$		\$
		\$		\$
		\$		\$
		\$		\$

Total Estimated Expenses \$ _____

Revenue (Contributors to this event--list all)

Source	Amount
	\$
	\$
	\$
	\$
Total Revenue	\$

Verification Attached

-
-
-
-

Office Use Only

\$ _____ requested from _____
 \$ _____ requested from Dean's Office

Department Name

Applicant Signature _____ Date _____

Faculty Supervisor or Dept. Signature _____ Date _____

FUNDING APPROVALS

Department	\$ _____ Funded Amount	Authorising Signature	Date
Dean's Office	\$ _____ Funded Amount	Authorising Signature	Date