



Expense Summary

The Graduate Student Council would like to keep a record of events, capital expenses, and competitive expenses they sponsor through the Funding Board. With your reimbursement request, please return this page and any attachments to SAFO as soon as possible after your event. Only one copy of the expense summary is necessary for each expense.

1. General Information:	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; border-bottom: 1px solid black;">Name of Student Group</td> <td style="width: 40%; border-bottom: 1px solid black;">Submission Date</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Funding Period (Summer / Fall / IAP / Spring)</td> <td style="border-bottom: 1px solid black;">Year</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Title of Social Event, Capital Expense, or Capital Expense</td> <td style="border-bottom: 1px solid black;">Event Date(s)</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Actual Amount Spent</td> <td style="border-bottom: 1px solid black;">Actual Attendance</td> </tr> </table>	Name of Student Group	Submission Date	Funding Period (Summer / Fall / IAP / Spring)	Year	Title of Social Event, Capital Expense, or Capital Expense	Event Date(s)	Actual Amount Spent	Actual Attendance																																
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2. Event, Capital Expense, or Competitive Expense Summary:	<p>Please include planning timeline, things that went especially well, difficulties, suggestions for improvement, useful tips you would like to share with other student groups, ways the GSC can help in the future, etc. Please attach another page with this information if you need more space.</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>																																								
3. Actual Budget:	<p>Please itemize the budget for this expense. All expenses for your event must be listed, not just the amount allotted to you. Please attach another page with this information if you need more space.</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%; border-bottom: 1px solid black;">Expense Description</th> <th style="width: 20%; border-bottom: 1px solid black;">Amount</th> </tr> </thead> <tbody> <tr><td style="border-bottom: 1px solid black;"> </td><td style="border-bottom: 1px solid black;"> </td></tr> <tr><td style="border-bottom: 1px solid black;"> </td><td style="border-bottom: 1px solid black;"> </td></tr> <tr><td style="border-bottom: 1px solid black;"> </td><td style="border-bottom: 1px solid black;"> </td></tr> <tr><td style="border-bottom: 1px solid black;"> </td><td style="border-bottom: 1px solid black;"> </td></tr> <tr><td style="border-bottom: 1px solid black;"> </td><td style="border-bottom: 1px solid black;"> </td></tr> <tr><td style="border-bottom: 1px solid black;"> </td><td style="border-bottom: 1px solid black;"> </td></tr> <tr><td style="border-bottom: 1px solid black;"> </td><td style="border-bottom: 1px solid black;"> </td></tr> <tr> <td style="text-align: right; border-bottom: 1px solid black;">TOTAL EXPENSES</td> <td style="border-bottom: 1px solid black;"> </td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <th style="width: 80%; border-bottom: 1px solid black;">Revenue</th> <th style="width: 20%; border-bottom: 1px solid black;">Amount</th> </tr> <tr> <td style="border-bottom: 1px solid black;">Amount of GSC Funding Board Allocation Used</td> <td style="border-bottom: 1px solid black;"> </td> </tr> <tr> <td style="border-bottom: 1px solid black;">Admission Fee (\$__ for members/\$__ for non-members)</td> <td style="border-bottom: 1px solid black;"> </td> </tr> <tr> <td style="border-bottom: 1px solid black;">Donations (Please List Donor):</td> <td style="border-bottom: 1px solid black;"> </td> </tr> <tr><td style="border-bottom: 1px solid black;"> </td><td style="border-bottom: 1px solid black;"> </td></tr> <tr><td style="border-bottom: 1px solid black;"> </td><td style="border-bottom: 1px solid black;"> </td></tr> <tr> <td style="border-bottom: 1px solid black;">Other (Please Describe):</td> <td style="border-bottom: 1px solid black;"> </td> </tr> <tr><td style="border-bottom: 1px solid black;"> </td><td style="border-bottom: 1px solid black;"> </td></tr> <tr><td style="border-bottom: 1px solid black;"> </td><td style="border-bottom: 1px solid black;"> </td></tr> <tr> <td style="text-align: right; border-bottom: 1px solid black;">TOTAL REVENUE</td> <td style="border-bottom: 1px solid black;"> </td> </tr> </tbody> </table>	Expense Description	Amount															TOTAL EXPENSES				Revenue	Amount	Amount of GSC Funding Board Allocation Used		Admission Fee (\$__ for members/\$__ for non-members)		Donations (Please List Donor):						Other (Please Describe):						TOTAL REVENUE	
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