Ball State University Sport Club
Additional Allocation Request

Please type neatly

Club: ____________________________  Date: ____________

OFFICERS
President: ________________  Vice-Pres: ________________  Treasurer: ________________
Secretary: ________________  Safety Officer: ________________

Event: ____________________________  Event Date(s): ____________________________
Event Location: ____________________________  Number of Participants: ________________

What is your justification for this funding request? ____________________________________________

I. Transportation Costs
   IF FLYING...
   Airline: ____________________________
   Air Fare (per ticket): ____________________________
   Total air fare (# of tickets x ticket costs): ____________________________
   IF DRIVING...
   Number of vehicles: ____________________________
   Estimated gas costs: ____________________________

II. Lodging Costs
   Cost of one room: ____________________________
   Number of rooms: ____________________________
   Total lodging costs (cost of room x 3 of rooms): ____________________________

III. Entry Fees
   Entry fee per entrant: ____________________________
   Number of entrants: ____________________________
   Total entry fees: ____________________________

IV. Other Expenses (Itemize... excluding food):
   ____________________________

Total Expenses: $ ____________________________

I. Transportation Costs: $ ____________________________  II. Lodging Costs: $ ____________________________
III. Entry Fees: $ ____________________________  IV. Other Expenses: $ ____________________________

Club President (Print): ____________________________  Date: ____________
Signature: ____________________________

Club Advisor (Print): ____________________________  Date: ____________
Signature: ____________________________

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