

SCAVMA Funding Request Form

If you wish to request funds from SCAVMA, please fill out this form and return it to the SCAVMA President with a detailed budget of your planned event at least one month prior to the date you need the funds.

Club/Organization Name: _____

Date Request Presented _____

Purpose for Request (i.e. speaker fees). Please include **date** of event.

Estimate of maximum amount needed (cap of \$1000.00) _____

How will you recognize SCAVMA and Hill's at your event? _____

If SCAVMA approves your request for funding, this means that you will be reimbursed for the agreed upon expenses after the date of the event. To be reimbursed, you will need to present the following to Su Liu in the business office of the VMTH as soon after the event as possible.

- 1) A cancelled check or receipt for the expense.
- 2) The contract with the speaker which shows the agreed upon payment or reimbursement for travel and lodging.

Also, please contact Linda Johnson if you have any questions about how the CE funding process works.

Thanks!

Nicolette Dudley

SCAVMA President

ndudley@vet.k-state.edu

Signatures:

SCAVMA President Approval

Date

Faculty Advisor Approval

Date

Hospital Director Approval

Date