

**Conference Allocation and Funding Endowment
'CAFÉ' FUNDING
PREAPPROVAL FORM**

Date of Event: _____ (*Application & Pre-Approval Documentation must be submitted 4 weeks prior to Event*)
Event Category (please select one):

Academic Speakers Series -or- Conference

Title of Event: _____
Date(s) & Time(s) of Event: _____
Location of Event: _____
Estimated Attendance of Event (Grads / Non-grads): _____
Estimated Event Budget: _____ Amount Requesting: _____

Other Sources of Funding: (Including funding that you have already received and pending funding request)

Name of Organization	Amount	Contact Information	Received/Denied/Pending
1. _____			
2. _____			
3. _____			
4. _____			

Event Organizing Committee Information:

Name	E-Mail	Phone #
1. _____		
2. _____		
3. _____		
4. _____		

Name of sponsoring group: _____
GSO Account #: _____

Supporting Documentation: (**Application & Pre-Approval Documentation must be submitted 4 weeks prior to Event**)

Documentation needed for funding preapproval:

- Description of Event** – Up to 250 words describing your event, including background info and relevance to graduate students.
- Projected Detailed Event Budget** – detailed estimated budget (including vendors) of anticipated expenses. (Please note: Alcoholic beverages – including but not limited to wine – will not be reimbursed through CAFÉ funds).
- Event Advertisement** – A copy of any material used to advertise this event

Documentation needed after event to process reimbursement (these should be submitted with completed voucher):

- Event Report** – Summary of the event held, including highlights and attendance figures.
- Reimbursement Information** – Name, address, student ID# (If providing an honorarium you must provide SSN for speaker and complete a IRS W-9 form – You can get this from the GSO office)
- Receipts** – **ALL ORIGINAL RECEIPTS** for claimed expenses.
- Actual Detailed Event Budget** - detailed actual budget (including vendors)

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