

Budget:

A budget breakdown is necessary to properly assess the needs of the Student/group. Please provide supporting documentation for the following items, where applicable:

Budget*:	Description of Item:	Cost:
Speaker:		
Facilities:		
Lodging:		
Food:		
Travel*:		
A/V requirements:		
Conference Registration:		
Advertising/Graphics:		
Other:		
		Total:

***Note: A completed Travel Expense Claim form (with appropriate receipts) must be submitted to the Goodman School of Mines to receive reimbursement.**

Conditions:

1. Written acknowledgment on/in – research papers
2. Written acknowledgment on/in – theses
3. Acknowledgment of utilizing the Goodman School of Mines logo on/in materials prepared for the trip.
4. Utilizing the Goodman School of Mines logo and/or written acknowledgment on/in presentations.
5. We would ask that a representative be available to speak about their experience during the monthly Laurentian Soap Box gatherings.
6. Picture(s) and report (200-500 words) on the event provided to the Goodman School of Mines for marketing purposes. (Please acquire the permission of everyone in photographs by using the LU photo release form).

Signature: _____ Date: _____

Program Recommendation: We have received this application, as well as the paper/poster/abstract and <input type="radio"/> Recommend <input type="radio"/> Do not recommend financial support. The Program/Faculty/Supervisor will be contributing \$_____ to assist the Student.		
_____ Print name	_____ Signature	_____ Date

Amount Approved: \$ _____ Authorized: _____