



**ASNMSU SENATE BILL REQUEST FORM**

<b>ORGANIZATION NAME:</b>			
<b>TYPE OF BILL REQUESTED:</b>		<i>COMMUNITY SERVICE PROJECT</i>	
<i>Mark an ( X ) in one of the following boxes that corresponds to the event you are requesting a Senate Bill for:</i>		<i>CONFERENCE TRAVEL</i>	
		<i>COMPETITION TRAVEL</i>	
		<i>PERFORMING RESEARCH</i>	
		<i>PRESENTING A PAPER OR RESEARCH</i>	
<b>OFFICIAL NAME OF EVENT:</b>			
<b>LOCATION OF EVENT:</b>			
<b>DATE(S) EVENT WILL TAKE PLACE:</b>			
<b>NAME(S) OF STUDENT(S) ATTENDING:</b>			
<b>REASON/PURPOSE OF ATTENDING:</b>			
<i>HAVE YOU ALSO REQUESTED FUNDS FROM YOUR COLLEGE COUNCIL?: Indicate (X) in cell</i>	<b>YES:</b>		<i>(If YES) AMOUNT:</i>
	<b>NO:</b>		

<b>FINANCIAL EXPENDITURES TO CLAIM (Line Items):</b> <i>(example line items shown, erase &amp; enter your own, don't worry about formulas)</i>				
Category	Description	Total Cost	Paid (Y/N)	Unpaid Costs
<b>Registration:</b>				
<b>Hotel:</b>				

<b>Airfare:</b>			
	\$		
	\$		
	\$		
	<b>Total Cost:</b>	_____	
		<b>Total Unpaid</b>	\$ _____
		<b>Current Acct Balance</b>	\$ _____
		<b>Remaining Funds</b>	\$ _____

**ANY OTHER NOTES OR REMARKS YOU'D LIKE THE ASNMSU SENATE TO CONSIDER WHEN PRESENTING YOUR BILL?:**

- |   |  |
|---|--|
| <b>REMEMBER TO ALSO TURN IN THE FOLLOWING!:</b> | <i>Foreign Travel Forms from Study Abroad Office if traveling outside U.S.</i> |
|   | <i>Organization or College Advisor Letter (on Official Letter Head)</i>        |
|   | <i>Community Service Forms (25%+ participation by club &amp; signed)</i>       |
|   | <b>KEEP ALL RECEIPTS FOR EACH LINE ITEM CLAIMED, OR IT MAY BE VOID!</b>        |

**\* MAKE COPIES OF EVERY FORM YOU TURN IN TO THE ASNMSU OFFICE, OR SENATOR, & KEEP ON FILE!\***