

Please Fill in Cover Sheet 2024-2025 Budget Request Form

Please email completed budget request to clubsports@miami.edu

Complete the budget request using the following guidelines:

Hotels: \$150/room per night (4 people per room)

Flights: \$150/round trip flight per person

Bus: Estimate

Rental Cars: \$50/day per car

	Event Description <small>Please include event name and location (city & state)</small>	Date of Departure	Date of Return	Number of People Traveling
Destination A				
Destination B				
Destination C				
Destination D				
Expenses				
	Tournament/Event Entry Fee	Requested	Actual Approved (FCSC Only)	FCSC Comments
Destination A				
Destination B				
Destination C				
Destination D				
	Hotels Number of rooms (# of rooms should be based on 4 people/room).	Requested	Actual Approved (FCSC Only)	FCSC Comments
Destination A				
Destination B				
Destination C				
Destination D				
	Travel Transportation: Flights (List number of flights being requested).	Requested	Actual Approved (FCSC Only)	FCSC Comments
Destination A				
Destination B				
Destination C				
Destination D				
	Travel Transportation: Bus (Partially funded on a case by case basis. List number of buses being requested.)	Requested	Actual Approved (FCSC Only)	FCSC Comments
Destination A				
Destination B				
Destination C				
Destination D				
	Travel Transportation: Rental Cars (Will be funded on a case by case basis. List number of rental cars being requested.)	Requested	Actual Approved (FCSC Only)	FCSC Comments
Destination A				
Destination B				
Destination C				
Destination D				
The number of cars funded will be based on the number of hotels approved. All gas/tolls reimbursements will be based on receipt, NOT mileage				
Total Amount FCS Travel Requested:			ACTUAL (FCS APPROVED):	
Total Amount FCS Referendum Requested:			ACTUAL (FCS APPROVED):	