**Department of Spanish and Portuguese**

**Events Funding Request Application**

**Instructions:**

* The application must be submitted at least 30 days in advance.
* Submit the completed application to Fabiola Parra-Oldham via email fabi@unm.edu
* You will receive a decision via email. If awarded, you will be notified of the exact amount.
* Must submit original receipts in order to obtain reimbursements.
* Travel receipts must be submitted within **fifteen (15) days** after the travel is completed. Non-travel receipts (copies, food for event, etc.) must be submitted within **five (5) days** after the purchase.

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| --- |
| Applicant Information |
| **Today’s date:**  |
| **Name:** | **Email:** |
| **Position at UNM:** Faculty\_\_\_\_ Staff\_\_\_\_ Student\_\_\_\_ |
| event funding  |
| **Title of event & Brief Description of Event:** |
| **Date and time of event:** | **Location of event:** |
| **Estimated size of audience:** | **Type of audience (faculty, student, staff, and/or community members)** :  |
| **Name of Speaker(s) & provide an overview of speaker’s background**: *(CV must be submitted along with this form)* |
| BUDGET  |
| **List of Expenses** | **Requested from S&P** | **Requested from other Sources** | **Total Cost** |
| Airfare |  |  |  |
| Lodging |  |  |  |
| \*Per diem |  |  |  |
| Honorarium |  |  |  |
| Publicity |  |  |  |
| Other |  |  |  |
| Other |  |  |  |
| Other |  |  |  |
| **\*Per diem:** **TOTAL:**Travel within the 48 continental United Stated: <https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-lookup>Instate per diem allowance: $85 actual lodging and meal costs $51 meal and incidental rate onlyInternational Per diem allowance: $115 actual lodging and meal costs |  |
| **Budget Justification**Please explain how the money requested from S&P will be used:  |
| Signature |
| **Signature of applicant:** | **Date:** |
| FOR dEPARTMENT USE ONLY |
| **Date:** |
| **Funding Amount approved:** | **Funding Source:** |
| **Funding Declined-Reason:** |