



Professors on the Town

Event Approval Form

Faculty Information

Professor	
Course Title	
Course Number, Section	
Name of Event	

About This Form

All "Professor on the Town" events must be approved for budget and program considerations. This form only requests approval of the event, but it does not secure payment for the event.

Do not notify students of an event before it is approved.

Proposed Activity

Please estimate the cost. These numbers do not need to be exact.

A) _____ Individual Ticket Cost		Briefly describe how the proposed activity relates to your course.
B) _____ Individual Food Price		
C) _____ Number of Attendees		
_____ Total Cost <i>(Add A and B, then multiply by C)</i>		

What's Next?

Once the event is approved, you'll receive an email stating how much the event will cost to students. At that time, start asking students to sign up for the event. Students will pay cash at the UHP office. Make sure students understand that they are responsible for the full cost of any unused ticket purchased on their behalf.

You'll still have to get the event paid for, so **after** you receive approval, submit either a **Purchase Request Form** (for events that can be pre-purchased using a P-Card), or a **Reimbursement Request Form** (if you paid for the event with your own money.)

For Office Use Only

Cost to Students _____	<i>Signature</i>	<i>Date</i>
Budget Review:		
Director's Approval:		