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| **Asia Pacific** | **Student Funds**  **Expense Request Form** |  |

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• **All ESSEC AP student fund requests must be supported with this form.**

• All expenses must be approved by the Campus Experience Manager at least **3 weeks** prior to activity

• Advance requests, Reimbursements and Invoice payments take **2 weeks** to process, if all documents are in order

• Organizers must follow policies, procedures, and timelines as stated in the ESSEC Student Leaders Handbook

• For more information or queries, please contact Thanneer at [lakshmanant@essec.edu](mailto:lakshmanant@essec.edu) or +65-9067 4241

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Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Program \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Event Date \_\_\_\_\_\_\_\_\_\_\_\_\_

**Expense Information**

*(please tick the appropriate box and attach supporting quotation or justification)*

|  |  |  |
| --- | --- | --- |
| **Item** | **Description/Details/No of people/etc** | **Currency & Amount** |
| ☐ Food & Beverage / Entertainment  ☐ Travel/Transportation & Accommodation  ☐ T-Shirts / Souvenirs / Collateral / Stationery  ☐ Professional Fees / Services (please specify)  ☐ Rental of Facilities / Equipment (please specify)  ☐ Others (please specify) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_ |

Other Comments/Notes \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Requested by: (Only BDE/BDS or Stud Council Treasurer) Approved by: (Only Campus Experience Manager)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Date & Signature* *Date & Signature*

|  |
| --- |
| **Request for advance money (if less than $500)**  Currency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Authorized ☐ Yes ☐ No ☐ Cash ☐ Cheque  Requested by: Approved by:    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *Date & Signature*  *Date & Signature* |