



# SORF Expenditure Request

All ORIGINAL receipts and supporting documentation must be submitted with this form.

FAILURE to submit expenditure requests WITHIN 60 DAYS of the funded activity risks FORFEIT of SORF ALLOCATION.

Treasurer will have 10 business days to attend to problematic issues. Unresolved issues will result in loss of SORF funding!

Payee Name: Student Organization	Payee Email: student @illinois.edu	Funding Period (circle one)
Payee Address:	Other Email:	FALL 1 2 3 4 5
	Payee Phone: 217 555-9999	SPRING 1 2 3 4 5

Payee UIN/Banner Vendor #/FOAPAL #/RSO Account #: 1-90XXXX

Date(s) of Travel/Event/Activity: 2/21/2009 Location of Travel/Event/Activity: Foellinger Auditorium

Purpose of Travel/Event/Activity: Spreading World Peace

Category	Expense(s)	SORF Allocation
Automobile Travel (personal, rental, chartered)	Round trip mileage: _____ x \$.505 = \$ _____	
Ticketed Travel (train, plane, bus)	Ticket price: \$ _____	
Fees (conference, registration, competition)	# travelers: _____ x \$ _____ fee/person = \$ _____	
Lodging (hotel, hostel, host family, dorm)	# rooms: _____ x \$ _____ cost/rm/nt x # nights: _____ = \$ _____	
International Travel Insurance (SIAA Admin Fee & CISI)	Charges: \$ _____	
Permanent Equipment	Cost: \$ _____	
Rental (facility, equipment, service)	Cost: \$ 2765.64	1947.37
Film	Cost: \$ _____	
Publications/Communications (DI ad, flyers, posters, etc.)	Cost: \$ _____	
Contractual Services (speaker, performer, judge, referee, etc.)	Fee: \$ _____	

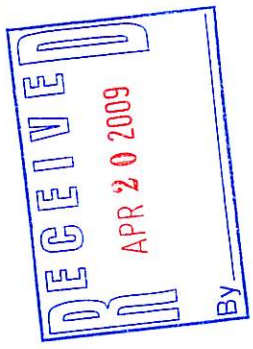
Organization: Student Organization Treasurer Email: ctreasurer22 @illinois.edu

Treasurer Name: Chris Treasurer Treasurer Phone: 217 555-9999

Treasurer Address: 400 W. Green St., Urbana, IL 61801 Treasurer Signature: Chris Treasurer

THIS SECTION FOR OFFICE USE ONLY

75% of University Rental ↑ \$1947.37  
 2765.64 x 75% = 2074.23



SORF Voucher Amount: \$ 1947.37 SORF Authorized Approval: AOK Date: 4/28/09

UNIVERSITY OF ILLINOIS  
AT URBANA-CHAMPAIGN

Office of Facility Management and Scheduling  
Foellinger Auditorium  
901 W Illinois MC-61  
Urbana, IL 61801

Venue Foellinger Auditorium  
Event Title Spreading World Peace  
Event Date 21-Feb-09  
Sponsor Student Organization  
Contact Name Chris Treasurer  
Contact E-mail [Ctreasurer22@illinois.edu](mailto:Ctreasurer22@illinois.edu)

	Hours	Total
Labor	36.45	\$400.95
Overtime	33.9	\$559.35
Equipment		\$635.00
ITS		\$75.00
Facility Use	14	\$1,050.00
Facility Overtime		\$0.00
Conference Use		
Package Total		
F&S Charges	clean	\$45.34

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Total Amount \$2,765.64

This total will be debited from your account automatically through the Banner system.  
Please call (217) 244-0480 with questions regarding this statement.

Attendance: 1600 Comments  
Conduct: \_\_\_\_\_  
Condition:

<i>Banner Use Only</i>	C-FOAP	Absolute Value: 5531.28		JV#	
	1-90xxxx	389005	142900	199000	

Office of Facility Management Scheduling  
807 S. Wright Street, Suite 320  
Champaign, IL 61820

