

Visual and Environmental Studies Tutorial Budget Request Form 2018-2019

(Due: to Mary Park at 4pm, Monday, 9/24/18)

Name: _____ **HUID:** _____
College Address: _____
Permanent Address: _____
Phone: _____ **E-mail:** _____

Project Medium: _____ If Other: _____
Thesis Adviser: _____
Budget Request is for: _____ If Other: _____

Materials + Supplies: (items that cannot be used again after the project)

| <i>Detail</i> | <i>Amount</i> |
|---------------|---------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Service Payment: (ex. Film/photo processing, figure model fees)

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Travel: (Please specify transportation type, frequency, amount)

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Equipment Request: (Do not list amount)

Items that may be used again by others in future, i.e. LCD projectors, speakers, etc.
For studio/mixed media projects, please include any items that may be needed for your exhibits.

Total Budget Request: _____

Total Already Spent: _____

Thesis Adviser Signature: _____ **Date:** _____

Fund request is not complete without the thesis adviser's signature.