

**DEPARTMENT OF EDUCATION
COURSE EXPENSE REQUEST FORM**

Each course taught **with an enrollment of 10 students or more** is allotted up to \$75 to cover expenses for film or video rentals or for guest speakers only. Requests for materials for courses enrolled with less than 10 students or courses that are team-taught will be considered on an individual basis, and availability of funds. All requests for expenditures must be approved in advance.

Semester (*check one*) Fall Spring

Course No. and Title _____

Expenses (*check one*): **Estimated Costs** **Actual Costs**

(*Describe expenses*)

Faculty Signature _____

Approval (*check one*) **Yes** **No**

Amount \$ _____

Additional information needed
(*Please check if applicable*)

Chair Signature _____ Date _____