

The George Washington University Endowment Budget Form

This form must be submitted with Endowment Request Form for Pre-Approval

Endowment Name _____

Endowment Fund Number _____

Endowment Purpose _____

Total Available Funds _____

*Attach copy of Rollforward showing available balance and the Unspent Balance Schedule (from Entity Fiscal Manager)

Rollforward & Unspent Balance Schedule must also be included with Pre-approval

Expenses

Honorarium _____

Salary & Fringes * _____ * Name & Title _____

* Salary amount \$ _____

Supplies _____

Accommodations _____

Transportation _____

Memberships/Subscription/Registrations Fees _____

Additional Reimbursement (**Itemize**) _____

Total Expenses _____

Projected Remaining Balance _____

Copies of all notices which support the events or projects and backup for all expenses (receipts, invoices, etc.) must be submitted with the request for reimbursement.

Signatures

Requestor	Date	Dean of Respective School	Date
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VP for Research (if applicable)	Date	Provost, Vice President for Health Affairs	Date
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