



# Student Music Union Expense Request Form

Revised 08/10/2026

**For events involving travel, this form must be completed and submitted to the SMU Executive Board no less than one month prior to the departure date.**

Group Name: \_\_\_\_\_

Total Amount Requested from Allocated Funds: \_\_\_\_\_

Total Amount Requested from Discretionary Funds: \_\_\_\_\_

If requesting discretionary and you still have remaining allocated funds, please explain why:

\_\_\_\_\_

Purpose of Expenses:

\_\_\_\_\_

Breakdown of Expenses:

| Category | Amount Requested | Justification | Approved<br><small>BY SMU LEADERSHIP ONLY</small> |
|----------|------------------|---------------|---------------------------------------------------|
|          |                  |               |                                                   |
|          |                  |               |                                                   |
|          |                  |               |                                                   |
|          |                  |               |                                                   |
|          |                  |               |                                                   |



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Group President Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Group President Printed Name: \_\_\_\_\_

Group Treasurer Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Group Treasurer Printed Name: \_\_\_\_\_

### **This part is to be filled out by the Student Music Union.**

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#### **Confirmation of Request**

Request Approved in Full

Request Denied in Full

Request Approved in Part

Amount Approved from Allocated Funds: \_\_\_\_\_

Amount Approved from Discretionary Funds: \_\_\_\_\_

Request Approved from a Different Fund than Requested

Amount Approved from Allocated Funds: \_\_\_\_\_

Amount Approved from Discretionary Funds: \_\_\_\_\_

Comments:

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SMU President: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Signature: \_\_\_\_\_

SMU Treasurer: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Signature: \_\_\_\_\_