

THOMPSON RIVERS UNIVERSITY

COMPREHENSIVE UNIVERSITY ENHANCEMENT FUND REQUEST Lecture Series

Please submit the completed and signed application to Linda Butt, OM1643, at least 7 days prior to a regularly scheduled meeting. Applications must be received and reviewed by the Committee prior to the date of the event. Retroactive applications will not be considered. The Committee meets every 2nd and 4th Tuesday from September to June. Meetings during July and August are as required.

TRU Sponsor: _____ Application Number _____
_____ Date Received _____

***Sponsors are strongly advised to read the CUEF guidelines regarding the sponsor's role before signing.**

Requests for support of a speaker can be initiated by a student group or student society (with a faculty sponsor) by an individual faculty member or by a department. The talk/lecture must primarily benefit students.

TALK / LECTURE

Talk/lecture title _____

Proposed Start Date of talk/lecture _____

Location (city and venue) _____

The Sponsor must ensure that an Honoraria Request Form is completed, which can be downloaded from the TRU Finance website. This will facilitate the issuing of T4A slips to guest lecturers at the end of the tax year.

BACKGROUND INFORMATION (to be completed by initiator)

Please provide sufficient information on the background of the speaker to enable the CUEF committee to determine whether this talk/lecture has potential benefit to TRU and how it meets the CUEF objectives (please use additional space if required).

CONTACT INFORMATION

TRU Sponsor _____ TRU Department _____
TRU Phone _____ E-Mail _____
Signature _____ Date _____

PARTICIPANTS

How many students will participate/benefit from this talk/lecture? _____

SPONSOR'S COMMENTS:

Signature _____ Date: _____
Title _____ Department _____

DEAN'S COMMENTS

Signature _____ Date: _____

FINANCIAL INFORMATION

Have you ever applied to the CUEF before? Yes _____ No _____

If you have received funding, please describe the project / activity, date and amount received.

BUDGET - Please specifically state the amount requested from CUEF

Please provide a budget detailing your financial requests. Be clear about the amount you are requesting. Include in your budget the total cost associated with the talk/lecture, other sources of funding applied for, any fundraising you have done to support this project, and all other sources of funding applied for (both at TRU and external to TRU).

Projects where fundraising activities have been conducted will be given higher priority; therefore, fundraising is strongly encouraged.

Not all applications can be funded. Hence, you should not expect guaranteed funding.

If your application is successful you will be required to submit a follow-up report on the talk/lecture. Failure to submit a report within 14 days of the lecture/seminar may affect future funding, and may also result in the sponsor losing the right to sponsor future activities. The sponsor is responsible for submitting all original receipts.

Maximum \$1200 for each lecturer.

Please note alcohol is not covered.

Generally no more than 2-3 people may join guest lecturer for lunch; no more than 2 people may join for dinner. Most lecturers seem to prefer a small honorarium and a gift (TRU mug, tee-shirt, etc).

Accommodation based on double occupancy, reimbursed with original receipt.

Meals - \$45 per day maximum

- \$8 breakfast
- \$12 lunch
- \$20 dinner
- \$5 out of pocket expenses such as gratuities, portorage, etc.