

Organization: _____

Contact Person: _____

Event Title/Description: _____

Date of Event: _____

Number of Students in Attendance: _____

Did your funding come solely from the VSC Funding Board? YES NO

If no, how did you fund the remaining costs? _____

How much did the Funding Board approve? \$ _____

(please circle): Purchase Order (P.O) Reimbursement

What was the final cost of the event? _____

If there is a discrepancy between the total cost and the amount allocated by the Funding Board, please explain. _____

ADDITIONAL INFORMATION REQUIRED

The following items must be included for your Post Event Report to be complete.

1. Attach a copy of the sign-in sheet for the event. This must clearly show the names of all who attended.
2. Attach all original receipts. Please tape (do not staple) receipt(s) to a separate piece of 8 ½ X 11 paper.
3. REIMBURSEMENTS ONLY: Complete a "Non-Travel Reimbursement Form". Be sure to include the name, USC ID number, and mailing address of the person to be reimbursed.

