



TENNESSEE WESLEYAN COLLEGE

NEFF ENDOWMENT REQUEST FORM

Name: _____

Date: _____

Purpose/Function: _____

Activity: _____ Date: _____

Location: _____

Statement of benefit to professional and/or College program(s):
Please give specific details. Attach a separate page if necessary.

Estimate of Expenses

Registration: _____ Lodging: _____

Meals: _____ Transportation: _____

Miscellaneous (tips, cabs, etc.): _____

Others (please specify): _____

Approval:

Amount approved: _____

Pay in advance: _____

Total: _____

Faculty Affairs Committee Chair: _____ Date: _____

Vice President of Academic Affairs: _____ Date: _____

NOTE: Up to eighty percent (80%) of the approved amount may be received in advance. Upon completion of the funded activity, the balance of the approved amount will be paid after the Neff Endowment Expense Form, report and receipts have been filed with the Faculty Affairs Committee chair. If you fail to file this paperwork with the time limit of ten working days, you may forfeit the balance of your funds and may not be eligible for a second request during the same academic year.
(Source: Faculty Handbook, p.99)