

Department of Art and Design
Fund Request Form

To request departmental funds for your event, please fill out and return this form via email to the department chair.

Name of guest: _____

Date of event: _____

Type of event and cost (check appropriate box):

☐ Public lecture, \$350.00

☐ Class visit, \$200.00

☐ Workshop, \$350-\$500. Please indicate the cost: _____

Additional costs (check appropriate box):

☐ Hotel accommodations: _____ nights at _____ per night

☐ Meals: _____

☐ Travel: _____

☐ Catering: _____

☐ Venue: _____

☐ Incidentals (materials for workshop, etc.): _____

Please see next page for information regarding accommodations, meals and catering.

Requester's name

Date

For office use only

Source of funds:

Hotel Accommodations

Drake's preferred hotel is the Holiday Inn Express at Drake, 1140 24th Street, (515)255-4000. The DU rate is \$84 per night, although rates are subject to change.

If the Holiday Inn Express is full during the artist's visit, you may use one of the other hotels on this list:

http://www.drake.edu/media/departments/offices/businessandfinance/busfin/information/files/info_vendorsources.pdf.

Meals

The University's policy regarding business meals is as follows:

Business meeting meal and entertainment expenses are considered allowable primarily for infrequently occurring functions with an explicit business purpose where a 3rd party (non-Drake employee) is involved. The main purpose of a business meal or entertainment event must be the active conduct of business with the general expectation of getting some specific business benefit at some future date. A maximum of three people in addition to the non-Drake person is allowed.

Catering

If you will offer refreshments at your on-campus event, you must book your catering through Sodexo. You can view their catering menu and prices by visiting <https://drakecatering.catertrax.com/> and clicking on Flavours Catering. When you have decided on your menu, please contact the department's administrative assistant for ordering.