



UCSRN Academic Committee Financial request procedure

Dear University College,

if you are reading this letter, that means you must be interested in hosting an academic event that requires additional funds. The Academic Committee has been accredited 2000,- euros to help realise event promoting united research and academic growth. To ensure that this budget is optimally used, we have established rules, so that all UCs benefit from this budget.

1. Academic events should be open to all UCs and all UCs should be made aware of the upcoming event. If there is limited capacity, a first come, first serve policy may be enacted. You are not requested to arrange transportation. This is up to the interested UCs to arrange.
2. If the budget for educational events is running low, UCs that have not requested financial support will be given priority.
3. All financial requests will be examined and evaluated individually by the Social Committee. Decisions on granting the request will be handled case by case and by review of the treasurer.
4. It is necessary to document all expenditures and compile them into an invoice addressed to the UCSRN if refund should be granted. Raise questions to the UCSRN treasurer.

To apply for a financial request, you are kindly requested to fill in the form that can be accessed on the website.

Hopefully you have been sufficiently informed through this letter. Should any questions remain, you can contact the UCSRN treasurer at: treasurer@ucsrn.nl

Sincerely,

The UCSRN Treasurer

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