



The University of Texas at El Paso

## Transportation Leadership Council

# Fund Request Form

**Instructions:** Complete this form in its entirety. Forms that are incomplete will not be considered for funds. All funding requests must be made at least 2 weeks prior to the event. Please email the completed request form to "TLC at [tlcwgr@utep.edu](mailto:tlcwgr@utep.edu)" or turn in a physical copy to the CTIS office located at M105 in the Metallurgy Building at UTEP. For questions, contact TLC at [tlcwgr@utep.edu](mailto:tlcwgr@utep.edu)

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Requestor Name

Submission Date  
(mm/dd/yyyy)

Request Amount

### 1) Contact Information

E-mail

Phone Number

### 2) Funding Purpose

Event Name

Event Date

Explain how  
you will  
benefit from  
participating  
in this event

Explain how  
TLC will  
benefit from  
funding your  
participation  
in this event

3) **Breakdown of Costs**

Provide a list of the  
expenses incurred  
for this event for  
which funding is  
being requested and  
their respective  
monetary values

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

4) **Declaration Statement**

Carefully read and sign the declaration statement below.

Note: Request formu will not be considered unless the statement is signed and dated.

**I hereby declare that the information provided in this form is true and correct to the best of my knowledge. I also understand that I must immediately inform TLC of any changes or errors that I may find in such information after the submission of this form. I am aware that should any false or misleading information be found, my request will be disregarded and will not be considered for any funding. Cf f kkkpcn{.'Kwpf gtucpf 'vj cvVNE'tgugt xgu'vj g'tli j v'tq'f gp{ 'b { tgs wgu'hqt 'cp{ 'i kxgp'tgcup0Furthermore, I understand that should I receive any funding from TLC, I must complete and submit ap'Chgt/Cevkqpu'Report no later than two weeks after the event.**

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Signature

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Date