First-Year Learning Communities Budget Approval Process

University College requests that all First-Year Learning Community (FLC) faculty submit a joint budget for each academic semester. This budget must include all expected FLC expenses. University College will provide the following funds to all FLC linked courses:

1. **Base Funding:** University College will provide each FLC linked course up to $1,000 to spend towards experiential learning (this can be used for trips, SUB reservations, guest speakers’ honoraria, books, classroom materials, etc.). Base funding request must be submitted at least two weeks before anticipated expenditure.

2. **Additional Fund Request:** Instructors who would like to request additional resources must submit a justification for large or unusual expenses at the bottom of the form. This request must be approved by the Dean. Budget approvals above $1,000 are dependent on funds available. Additional fund requests must be submitted by **August 16, 2013**.

Please submit all funding requests using this format to lcadmin@unm.edu for UNM accounting approval. Please note, each event should be submitted on a separate form. If you will be requesting funds over $1,000, this request must be submitted no later than **August 16, 2013**. Note that budgets must comply with state restrictions (i.e., these monies cannot be used for food without special approval).