



Retreat/Workshop Request Form

Revised Date: January, 2015

The following should be considered when planning for retreats and workshops:

Organized retreats and workshops should be scheduled to cover ½ to a full day.

Colleges, major areas and offices are encouraged to utilize campus facilities (i.e. Kentucky Museum, Knicely Conference Center, Augenstein Alumni Center, etc.).

Meals (per person) may not exceed the amounts indicated below when using state funds.

However, areas may use WKU Foundation funds to cover reasonable differences.

- \$9.00 for Breakfast
- \$14.00 for Lunch
- \$23.00 for Dinner

The amounts listed are the current state subsistence rates per meal.

The following documents should be attached to receipts for retreats and workshops:

- A list of attendees at the meal or event
- Event invitation or email
- Email of approval from Provost's Office

Department	
Requestor Email	
Purpose of the Retreat/Workshop	
Date and time of event	
Location (provide justification when not using a campus location)*	
Source(s) of funding	
Number of Attendees (include breakdown of student/faculty/staff, etc. when applicable)	
Meals provided by	
Services	
Breakfast/Cost	<input type="checkbox"/>
Lunch/Cost	<input type="checkbox"/>
Dinner/Cost	<input type="checkbox"/>
Room Rental Cost	

Please complete this form at least two weeks prior to the event. Print, and forward to sharon.hartz@wku.edu. Grant-funded workshops are exempt from completing this form.