

Harold K. Sage Fund Accountability Report - Illinois State University (NOTE: due two weeks after event)

A. CONTACT / FUNDING INFORMATION:

Person Submitting Accountability Report:

Email:

Phone:

Unit Name:

Foundation Account #:

Total amount approved:

Total amount paid with Sage Funding:

Unused Sage Funds (if applicable):

B. SAGE FUND INVITEE INFORMATION:

Name of the person(s) invited to campus:

Date(s) person(s) on campus:

C. DETAILED BREAKDOWN OF SAGE FUNDS

Attach copies of all foundation invoice vouchers where sage funds were utilized.

Provide a detailed breakdown of the funds used below:

Note: Sage funds are used to pay for speakers (e.g. honorarium) and reimbursable travel-related expenses (i.e., airfare, meals, housing, mileage). Other expense related to an event (i.e., room rental, food, refreshment, decoration, advertisement) would not be eligible for Sage Funds and should be covered by other funding sources.

**D. SUBMIT ACCOUNTABILITY REPORTS TO Amy Witzig, OFFICE OF THE PROVOST,
[amwitzi@ILSTU.EDU](mailto:amwitzi@ilstu.edu), CAMPUS BOX 4000**