



OFF CAMPUS TRIP REQUEST FORM

Today's Date: 1/24/12 Date of Event: 2/25/12

Club Sponsoring the Event: Klainer Center for Women in business

AAC Representative: Clare McMahon

Name of Event: Harvard Dynamic Women + Business 1st Annual Conference

Conference Contact Person: _____
Name: _____
Phone: _____
E-mail: _____

Who should the check be made out to? Clare McMahon

Expected Attendance: 20 Total Cost of Event: \$ 1541.37
Amount Requesting: \$ 616.54

Is there an admission charge? yes If so, how much would it be before AAC funding? \$ 89.56
After? \$ 58.74 per person

How is the remainder of your event being funded?
individually, by those attending / dues from club

List any other allocations the AAC has made to your organization this year:
- None -

Who will be present at the AAC meeting to present this reading? (If different than Representative)
Name: Katie Gavio
Phone: 631-445-7455
E-mail: kag3

Name of Event: _____

Location: Boston, MA

Date of Departure: 2/24/12

Date of Return: 2/25/12

(If over night)
Number of Days: 2

Number of Nights: 1

For the use of AAC only
Received:
<u>2/2/2011</u> Time: <u>5:00</u>
Reading Number:
<u>18-112</u>
Approved to the Agenda:
For the use of AAC only

of People Attending: 20

*Please list the names, class year and academic major of each person attending the trip in your rationale.

PART A. BREAKDOWN OF ANTICIPATED TOTAL COSTS:

Please list all expenses anticipated for the conference including travel, lodging, food, registration fees, supplies, etc. Include a breakdown of prices in the rationale. PLEASE BE EXACT AS YOU CAN!

PART B. FUNDING LIMITS FOR EXPENSE CATEGORIES

For events that involve travel, food, and lodging, the following funding limits must be followed:

1. **Transportation** (fill out only the section that applies to your request)

A. **Personal Auto:** Total amount of tolls (if applicable) = \$ _____

$$\frac{410 \text{ per way}}{\# \text{ of miles}} \times \frac{.22}{\$0.22/\text{mile}} \times \frac{4}{\# \text{ of cars}} = \$ \frac{360 \times (2)}{\text{per way}} = \$ 721.6 \text{ total}$$

*Maximum is \$55 per car, per way

B. **Renting a Vehicle:** Total amount of tolls (if applicable) = \$ _____

_____ X _____ X _____ = \$ _____
of miles \$0.22/mile # of cars

*Maximum is \$55 per car, per way

C. **Other** (plane, bus, state vehicle etc.)

Please list costs: _____

$55 \times 4 = 220$ - one way
 $\times 2 = 440$ (both ways)
Maximum amount for Transportation (sum of Part A, B, and C) \$ 440

*Maximum is \$55 per person, per way

\$130.00 per room

2. **Lodging** (Only if over night trip)

$\frac{20}{\# \text{ of people}} \times \frac{1}{\# \text{ of nights (up to 2)}} \times \frac{33 \text{ per person}}{\text{Amount per night (maximum of \$50 person/night)}} = \$ \frac{660.00}{}$

*If staying out of state, include taxes (or a refund cannot be made)

Maximum amount for lodging (sum of above)

\$ 95.37
\$ 755.37

3. **Meals** (fill out only those sections that apply to your request)

$130/4 = 32.5$
 $4 \overline{)130}$

A. Breakfast (if leaving before 8:00 A.M.)
 _____ X _____ X \$ 7.00 = \$ _____
 (Maximum of 3) # of people

B. Lunch
 _____ X _____ X \$ 9.00 = \$ _____
 (Maximum of 3) # of people

C. Dinner (if returning after 6:00 P.M.)
 _____ X _____ X \$ 15.00 = \$ _____
 (Maximum of 3) # of people

Maximum amount for meals (sum of parts A, B, and C)

\$ NA

4. Additional Costs

Please list any additional costs

*Note: AAC may only pay for 1/2 of registration costs

parking = \$ 24 per car = 4 x 24 = 96
Registration = 25 per person = 25 x 20 = 500 (.50) = 250

Maximum amount for additional costs (as totaled from above list)

\$ \$ 346.00

TOTAL PART B. LIMITED EXPENSES (as totaled from Parts 1, 2, 3, and 4 above) \$ 1541.37

PART C. TOTAL COST of ENTIRE TRIP

\$ 1541.37

AAC may allocate no more than a certain percentage of total costs. This percentage is determined by the total cost of the trip. Refer to the chart below to determine which percentage category your over night trip falls.

Estimated total conference costs
 (from PART A)

1,541.37

Maximum percentage of total
 conference costs that may be
 allocated by AAC

40%

between	\$ 0-\$199.99	→	80%
between	\$200.00-\$499.99	→	70%
between	\$500.00-\$799.99	→	60%
between	\$800.00-\$999.99	→	50%

between	\$1,000-\$1,999.99	→	40%
between	\$2,000-\$2,999.99	→	35%
between	\$3,000-\$6,000.00	→	30%

1541.37 x 40 % = 616.54
TOTAL COSTS (from Part A) % above TOTAL PART A PERCENTAGE LIMITS (maximum amount)

**AAC may not allocate more than \$1,500 for a single conference*

AAC may allocate no more than a certain percentage of the total function costs. Please use the chart in part B to determine your cap on funding.

Final request amount: \$ 616.54

Please attach a brief typed rationale describing how the activity for which you are requesting funding will "enhance the educational environment of the College," and why AAC should fund the activity.

Writing a rationale gives your organization the opportunity to make the best possible case for its funding request; therefore, it is a good idea to include as much information as possible in the rationale. Minimally, you should provide a description of the conference, other sources of funding for the conference, the amount of money your organization currently has, and where it is deposited, the number of students that are attending the event. Also, attach brochures or any additional pertinent information about the conference and include the names, class year, and academic major of each student that will be attending the conference.

Contact your AAC representative or Chairperson of AAC, saac@geneseo.edu if you have additional questions, or concerns.

Klainer Center for Women in Business

SUNY Geneseo School of Business

Harvard Business School Conference Proposal for Saturday, February 25th

For the past few years the Klainer Center has been trying to organize a trip to the annual Dynamic Women in Business Conference at Harvard Business School. This year marks the 21st annual conference and we are thrilled to have so many girls who are eager to attend. The conference allows a chance for the girls to network with professionals in their field, as well as gain insight from their peers. At the conference there will be several key note speakers to watch out for, including: Mary Wittenberg, President and CEO of NY Road Runners, Margo Georgiadis, President of Google, America and Ann Mukherjee, SVP and Chief Marketing Officer of Frito-Lay North America. In addition to listening to these exciting women, the girls will attend multiple panel discussions of their choice. The day is broken up by a networking breakfast and lunch between speakers. All-in-all it will be an extremely worthwhile event for all who choose to attend. We hope that attending this conference will become an annual tradition for the girls involved with the Klainer Center.