



OFF CAMPUS TRIP REQUEST FORM

Today's Date: ___/___/___ Date of Event: ___/___/___/

Club Sponsoring the Event: _____

AAC Representative: _____

Name of Event: _____

Conference Contact Person: _____

Name: _____

Phone: _____

E-mail: _____

Who should the check be made out to? _____

Expected Attendance: _____ Total Cost of Event: \$ _____

Amount Requesting: \$ _____

Is there an admission charge? _____ If so, how much would it be before AAC funding? \$ _____

After? \$ _____

How is the remainder of your event being funded?

List any other allocations the AAC has made to your organization this year:

Who will be present at the AAC meeting to present this reading? (If different than Representative)

Name: _____

Phone: _____

E-mail: _____

Name of Event: _____

Location: _____

Date of Departure: ___/___/___

Date of Return: ___/___/___

(If over night)

Number of Days: _____

Number of Nights: _____

For the use of AAC only

Received: _____

_____/_____/_____ Time: _____

Reading Number: _____

Approved to the Agenda: _____

For the use of AAC only

of People Attending: _____

*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) = \$ _____

$$\frac{\text{_____}}{\# \text{ of miles}} \times \frac{\text{_____}}{\$0.22/\text{mile}} \times \frac{\text{_____}}{\# \text{ of cars}} = \$ \text{_____}$$

***Maximum is \$55 per car, per way**

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

$$\frac{\text{_____}}{\# \text{ of miles}} \times \frac{\text{_____}}{\$0.22/\text{mile}} \times \frac{\text{_____}}{\# \text{ of cars}} = \$ \text{_____}$$

***Maximum is \$55 per car, per way**

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

Please list costs: _____

***Maximum is \$55 per person, per way**

Maximum amount for Transportation (sum of Part A, B, and C) \$ _____

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

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

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

Maximum amount for lodging (sum of above) \$ _____

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

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) \$ _____

4. Additional Costs

Please list any additional costs *Note: AAC may only pay for 1/2 of registration costs

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

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

PART C. TOTAL COST of ENTIRE TRIP \$ _____

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

$$\frac{\text{TOTAL COSTS (from Part A)}}{\text{TOTAL PART A PERCENTAGE LIMITS (maximum amount)}} \times \text{\% above} = \text{\%}$$

**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: \$ _____

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.