



Conference Request

Date/Time Received

Part 1: Contact Information

Organization: _____

Account #: _____ Date of Request: _____

Presenter*: _____ E-mail/Phone _____

*the person who will be at the Student Association meetings explaining this request

Conference: _____

Destination: _____

Departure Date/Time: _____

Return Date/ Time: _____

Number of Days: _____ Number of Nights: _____

Number of Attendees (list names and class years on a separate sheet): _____

What are the steps that I must take in requesting funding for a conference from the Student Association?

- ✓ Before filling out this form, please read the section on requested conferences in Financial Policy
- ✓ This form must be submitted three weeks (21 days) prior to the first day of the conference *with supporting materials* (brochures, web sites, pamphlets, etc.)
- ✓ If and when funding is approved through SA Executive Board, a representative from your organization must meet with the Director of SA Programs, Personnel, and Finances to finalize conference arrangements.
- ✓ All requests are due by 4:00pm on Thursday in the SA office, CU 316, for them to appear on the following week's agenda for the first of two readings.
- ✓ ***Please attach a typed rationale with your request form.***

I have more questions. Who should I see?

- ✓ Student Association Director of Business Affairs, sadba@geneseo.edu
- ✓ Director of SA Programs, Personnel, and Finances, krebba@geneseo.edu

“I approve this request on behalf of the organization that I represent.”

Organization President

Part A: Transportation

<p>If you will be taking your own vehicles:</p> <p>(a) Total amount for tolls: _____</p> <p>(b) Total number of miles: _____</p> <p>(c) Total number of vehicles: _____</p> <p>(b) x (c) x \$0.22/mile = \$ _____ (d)</p> <p>Total transportation funding (e):</p> <p>(a) + (d) = \$ _____</p> <p>(f) Maximum Student Association Allocation (e) x 0.5 = _____</p> <p>Include a list of all drivers and passengers and type of vehicles that will be used for transportation.</p>	OR	<p>If you will be renting vehicles or utilizing public transportation (i.e. plane, train, bus):</p> <p>(a) Cost of rental vehicle*: _____</p> <p>(b) Total amount for tolls: _____</p> <p>(c) Total number of vehicles*: _____</p> <p>(d) Total number of miles: _____</p> <p>(e) Additional rental fees: _____</p> <p>(a) x (c) = \$ _____ (f)</p> <p>Total transportation funding (g):</p> <p>(f) + (b) + (e) = \$ _____</p> <p>(h) Maximum Student Association Allocation (g) x 0.5 = _____</p> <p>* Or ticket(s) if in the case of air, train, or bus transport.</p>
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Part B: Lodging

<p>Hotel name: _____</p> <p>City/State: _____</p> <p>Phone number: _____</p> <p>(a) Number of Persons per room: _____</p> <p>(b) Number of Nights: _____</p> <p>(c) Number of Rooms: _____</p> <p>(d) Room Rate: _____</p> <p>(e) Tax (if out of state): _____</p> <p>Total lodging funding:</p> <p>(b) x (c) x (d) + (e) = \$ _____</p> <p><i>The Student Association will only fund up to \$70 per person per night, or 50% of the total cost of lodging, whichever is less.</i></p>

Part C: Meals

Do not include meals provided by the conference or event.

Breakfast

(a) Number of meals: _____
(assume one breakfast per day, provided you are out by 7 AM, limit 4 days)

(b) Number of people: _____

(c) Cost allocated per person: **\$7.00**

Total conference breakfast cost:

(a) x (b) x (c) = \$ _____
(D)

Lunch

(a) Number of meals: _____
(assume one lunch per day, limit 4 days)

(b) Number of people: _____

(c) Cost allocated per person: **\$9.00**

Total conference lunch cost:

(a) x (b) x (c) = \$ _____
(E)

Dinner

(a) Number of meals: _____
(assume one dinner per day, provided you return after 6 PM, limit 4 days)

(b) Number of people: _____

(c) Cost allocated per person: **\$15.00**

Total conference dinner cost:

(a) x (b) x (c) = \$ _____
(F)

Total Meal Funding:

(D) + (E) + (F) = \$ _____

Part D: Miscellaneous Expenses

<p>Conference Registration <i>(if applicable)</i></p> <p>(a) Conference registration fee per person: \$ _____</p> <p>(b) Number of persons: _____</p> <p>Registration Fee Expense:</p> <p>(a) x (b) = \$ _____ (c)</p> <p>(d) Maximum SA Allocation: (c) x 0.5 = _____</p> <p>(e) Additional supplies/expenses: \$ _____</p> <p>What are the additional expenses you request funding for? _____ _____ _____</p> <p>Total miscellaneous expenses:</p> <p>(d) + (e) = \$ _____</p>

Part E: Conference Financial Summary

<p>(a) Part A (Transportation) Total: _____</p> <p>(b) Part B (Lodging) Total: _____</p> <p>(c) Part C (Meals) Total: _____</p> <p>(d) Part D (Miscellaneous) Total: _____</p> <p>TOTAL CONFERENCE COST:</p> <p>(a) + (b) + (c) + (d) = \$ _____ (e)</p> <p><i>The Student Association may allocate up to 1/2 (half) of the total conference cost as per SA Financial Policy.</i></p> <p>TOTAL SA ALLOCATION:</p> <p>(e) x 0.5 = \$ _____ (f)</p> <p><i>The Student Association may not fund more than \$2,500 for a single conference.</i></p> <p>If line (f) above is greater than \$2,500, it must be decreased to \$2,500 or less.</p>
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