



# Conference Request

## 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
- ✓ Conference requests require two readings, so please submit your materials early!
- ✓ 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.
- ✓ A thorough, typed rationale *must* be attached to this form or it will not be considered.

## I have more questions. Who should I see?

- ✓ Student Association Director of Business Affairs, [sadba@geneseo.edu](mailto:sadba@geneseo.edu)
- ✓ Director of SA Programs, Personnel, and Finances, [krebban@geneseo.edu](mailto:krebban@geneseo.edu)

### Part 1: Contact Information

Organization: \_\_\_\_\_

Account #: \_\_\_\_\_

Event or Conference: \_\_\_\_\_

Name of Organizer: \_\_\_\_\_

Destination: \_\_\_\_\_

Departure Date/Time: \_\_\_\_\_

Return Date/ Time: \_\_\_\_\_

Number of Days: \_\_\_\_\_

Number of Nights: \_\_\_\_\_

Number of Attendees: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_

Date Received
Time Received

Approved to Agenda
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**Part 3: Cost Breakdown**

**A. Transportation**

**i. If you plan on taking your own vehicles:**

A. Total number of vehicles.....: \_\_\_\_\_

B. Total number of miles (there and back).....: \_\_\_\_\_

C. Total amount for tolls (there and back).....: \_\_\_\_\_

D. Line D is the allocation for gas/wear and tear:  
(A)x(B)x0.22/mile = .....\$ \_\_\_\_\_

**E. Total cost for transportation: (D) + (C) = .....\$ \_\_\_\_\_**

**F. Maximum Student Association allocation. (F) x 0.5 =**  
\_\_\_\_\_

Please be sure to include a list of all drivers and passengers and necessary vehicles in your rationale.

**ii. If you will not be using your own vehicles and will be utilizing other modes of transportation (plane, train, bus etc)**

A. Unit Price (Cost of rental vehicle or ticket).....: \$ \_\_\_\_\_

B. Quantity (Number of rental vehicles or tickets).....: \_\_\_\_\_

C. Total Miscellaneous rental costs, if renting a vehicle (please refer to below).....: \$ \_\_\_\_\_

    a. Total amount for tolls.....: \$ \_\_\_\_\_

    b. Total number of miles.....: \$ \_\_\_\_\_

    c. (d) x \$0.22/mile = .....\$ \_\_\_\_\_

    d. Additional Rental Fees.....:\$ \_\_\_\_\_

**D. Line D is the total cost for transportation. If renting a vehicle add (C). (A) x (B) + (C) =..... \$ \_\_\_\_\_**

**E. Line E is the total Student Association allocation. (D) x 0.5 =**  
\$ \_\_\_\_\_

**B. Meals**

**A. Breakfast**

- a. Number of Breakfasts. Assume one (1) breakfast per day. Maximum four (4) breakfasts over the course of conference. Do not include a breakfast on the first day if you will depart after 8 AM.....: \_\_\_\_\_
- b. Number of persons.....: \_\_\_\_\_
- c. **Total cost for breakfast: (A) x (B) x \$5.00 =.....** \_\_\_\_\_

**B. Lunch**

- d. Number of lunches. Assume one (1) lunch per day. Limit of four (4) lunches over the course of the Conference.....: \_\_\_\_\_
- e. Number of persons.....: \_\_\_\_\_
- f. **Total cost for lunch: (a) x (b) x \$7.00 = .....** \_\_\_\_\_

**C. Dinner**

- g. Number of dinners. Assume one (1) dinner per day. Maximum four (4) breakfasts over the course of conference. Do not include a dinner on the first day if you will depart before 6 PM.....: \_\_\_\_\_
- h. Number of persons.....: \_\_\_\_\_
- i. **Total cost of Dinner: (a) x (b) x \$12.00 = .....** \_\_\_\_\_

**D. Total Cost of Meals. This is the maximum SA allocation:**

**(c) + (f) + (i) = \$ \_\_\_\_\_**

**C. Lodging**

**Hotel Name:** \_\_\_\_\_

**City/State:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

- A. Number of Rooms.....: \_\_\_\_\_
- B. Number of persons per room.....: \_\_\_\_\_
- C. Number of Nights.....: \_\_\_\_\_
- D. Room Rate.....: \$ \_\_\_\_\_
- E. Tax Rate .....: \$ \_\_\_\_\_

**F. Total Lodging Cost: (A) x (C) x (D) x (E) = .....\$ \_\_\_\_\_**

**G. (F) x 0.5 =..... \$ \_\_\_\_\_**

**H. (B) x \$50/ person / room = .....\$ \_\_\_\_\_**

**I. Compare lines G and H. Write whichever is less on the line and that is the maximum SA allocation: \$ \_\_\_\_\_**

**D. Miscellaneous Expenses**

**Conference Registration (if applicable)**

A. Conference Registration fee per person.....:\$ \_\_\_\_\_

B. Number of Persons.....: \_\_\_\_\_

C. Total registration expense.....:\$ \_\_\_\_\_

D. If you anticipate expenses not addressed in this form, please explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total.....:\$ \_\_\_\_\_

E. Total Miscellaneous Expenses: .....:\$ \_\_\_\_\_

F. Maximum SA Allocation: (E) x 0.5 = \$ \_\_\_\_\_

**E. Conference Financial Summary**

A. Requested allocation from Part A (Transportation).....:\$ \_\_\_\_\_

B. Requested allocation from Part B (Meals).....:\$ \_\_\_\_\_

C. Requested allocation from Part C (Lodging):.....:\$ \_\_\_\_\_

D. Requested allocation from Part D (Misc. Expenses).....:\$ \_\_\_\_\_

E. Total: (A) + (B) + (C) + (D) = .....:\$ \_\_\_\_\_

F. If Line E exceeds \$2,500, then write \$2,500 on the following line. If it does not, then write the value from Line E. This is the maximum potential SA allocation for the entire conference.

\$ \_\_\_\_\_

I approve this request on behalf of the organization I represent

\_\_\_\_\_  
(Organization President)

*\*Without the consent of the organizational president,  
this request will not appear on the agenda\**