

 **CONFERENCE REQUEST FORM**

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| **For the use of AAC only** Received:  / / Time: Reading Number:  Approved to the Agenda:  **For the use of AAC only**  |
| **Did you remember?**  **Rationale** **Copy of flyer** **Breakdown of**  **costs** |

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

Club Sponsoring the Event:

AAC Representative:

Name of Event:

Conference Contact Person:

 Name:

 Phone:

 E-mail:

Is the check being made out to a student, professor, SA non-funded account, or other? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If student please include: Geneseo address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

 **AND** Permanent address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Expected Attendance: Total Cost of Event: $ Amount Requesting: $

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

 After? $

**MAKE SURE YOU INCLUDE:**

1. **Typed and detailed rationale, see instructions below**
2. **Breakdown of Costs**
3. **Copy of flyer or other advertisement**

How is the remainder of your event being funded?

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

How have you made this event open to all majors?

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:

# 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 rational. 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)
	1. Personal Auto: Total amount of tolls (if applicable) = $

 X X = $

 # of miles $/mile # of cars

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

 **\*$/mile is 75% of current State rate**

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

 X X = $

 # of miles $/mile # of cars

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

 **\*$/mile is 75% of current State rate**

* 1. 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)$

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

 X X = $

# of people # of nights (up to 2) Amount per night *( maximum of $50 person/night)*

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

 **Maximum amount for lodging** (sum of above) $

1. **Meals** (fill out only those sections that apply to your request)
	1. Breakfast (if leaving before 8:00 A.M.)

 X \_\_\_\_\_\_\_\_\_\_ X \_\_$ 7.00\_\_ = $ *(Maximum of 3)* # of people

* 1. Lunch

 \_\_\_\_\_\_\_\_\_\_\_\_ X \_\_\_\_\_\_\_\_\_\_ X \_\_$ 9.00\_\_ = $

*(Maximum of 3)* # of people

* 1. 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) $

1. **Additional Costs**

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

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**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 Maximum percentage of total

 (from PART A) conference costs that may be

 allocated by AAC X **50%**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** X **\_\_50\_\_\_\_\_\_** % = **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **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:** **$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**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, saaac@geneseo.edu if you have additional questions, or concerns.