

CONFERENCE REQUEST

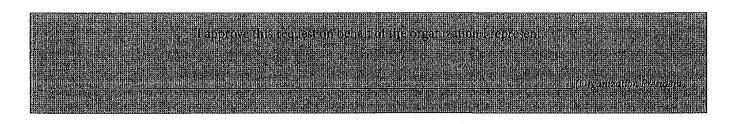
Organization:			
Account #:	Presenter*:		
Date of Request:	Email:	Phone:	
* the person who will be a	t the two Student Association meetings explaining		
		÷	the second secon
Conference:			
Destination:	·		
Departure Date/Time:			
Return Date/ Time:	,		·
	Number		· · · · · · · · · · · · · · · · · · ·
Number of Attendees (list name	es 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 (Section 13 Part Two)
- 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.)
- Please attach a typed rationale with your request form.
- 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.

I HAVE MORE QUESTIONS. WHO SHOULD I SEE?

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





CONFERENCE REQUEST: PART A

PART A: TRANSPORTATION

If you will be taking your own vehicles:	•		,	
(a) Total amount for tolls:		·		
(b) Total number of miles:			·	
(c) Total number of vehicles:			***************************************	
(b) x (c) x \$0.40/mile= (d) \$				
Total transportation funding (e):				
(a) + (d) = \$				
Maximum Student Association Allocation (f):				1 . 3
(e) x 0.5 =			···	
Include a list of all drivers and passengers and type of	of vehicles that will be us	ed for transp	ortation.	
OR				
If you will be renting vehicles or utilizing public	transportation (i.e. pla	ine, train, b	us):	
If you will be renting vehicles or utilizing public (a) Cost of rental vehicle*:				
	-		· · · · · · · · · · · · · · · · · · ·	
(a) Cost of rental vehicle*:				
(a) Cost of rental vehicle*:				
(a) Cost of rental vehicle*: (b) Total amount for tolls: (c) Total number of vehicles*: (d) Total number of miles: (e) Additional rental fees:				
(a) Cost of rental vehicle*:				
(a) Cost of rental vehicle*:				
(a) Cost of rental vehicle*:				
(a) Cost of rental vehicle*: (b) Total amount for tolls: (c) Total number of vehicles*: (d) Total number of miles: (e) Additional rental fees: (a) x (c) = (f) \$				
(a) Cost of rental vehicle*: (b) Total amount for tolls: (c) Total number of vehicles*: (d) Total number of miles: (e) Additional rental fees: (a) x (c) = (f) \$ Total transportation funding (g):				
(a) Cost of rental vehicle*: (b) Total amount for tolls: (c) Total number of vehicles*: (d) Total number of miles: (e) Additional rental fees: (a) x (c) = (f) \$ Total transportation funding (g): (f) + (b) + (e) = \$				
(a) Cost of rental vehicle*: (b) Total amount for tolls: (c) Total number of vehicles*: (d) Total number of miles: (e) Additional rental fees: (a) x (c) = (f) \$ Total transportation funding (g): (f) + (b) + (e) = \$ (h) Maximum Student Association Allocation				



CONFERENCE REQUEST: PART B

PART B: LODGING

Hotel name:		
City/State:		
Phone number:		·
(a) Number of Persons per room:		
(b) Number of Nights:		* .
(c) Number of Rooms:		
(d) Room Rate:		
(e) Tax (if out of state):		* -
Total lodging funding:		
(b) $x(c) x(d) + (e) = $$	 	

The Student Association will only fund up to \$70 per person per night, or 50% of the total cost of lodging, whichever is less.

Groups that attend conferences must submit a report or schedule to present during open discussion within one week of the conclusion of the conference to the SA President.



CONFERENCE REQUEST: PART C

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 o	it 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:		· .
(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 aj	ter 6 PM, limit 4 days)	
(b) Number of people:		1
(c) Cost allocated per person: \$15.00		
Total conference dinner cost: (a) x (b) x (c) = (F) \$		
TOTAL MEAL FUNDING:		
(D) + (E) + (F) =		



CONFERENCE REQUEST: PARTS D & E

PART D: MISCELLANEOUS EXPENSES

(a) Conference registration fee per person: \$	(b) Number of persons:
Registration Fee Expense:	
(a) x (b) = (c) \$	
(d) Maximum SA Allocation: (c) x 0.5 =	-
(e) Additional supplies/expenses: \$	* -
What are the additional expenses you request funding for?	
Total miscellaneous expenses:	
(d) + (e) =	
T E: CONFERENCE FINANCIAL SUMMARY	
(a) Part A (Transportation) Total:	
(b) Part B (Lodging) Total:	
(c) Part C (Meals) Total:	
(d) Part D (Miscellaneous) Total:	
TOTAL CONFERENCE COST:	
(a) + (b) + (c) + (d) = (e)	
The Student Association may allocate up to ½ (half) of the total	conference cost as per SA Financial Policy.
TOTAL SA ALLOCATION:	