



Date Received

Approved to Agenda

CONFERENCE REQUEST

Organization: _____

Account #: _____ Presenter*: _____

Date of Request: _____ Email: _____ Phone: _____

** the person who will be at the two 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 (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

"I approve this request on behalf of the organization I represent."

(Organization President)



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 \$0.22/mile = (d) \$ _____

Total transportation funding (e):

- (a) + (d) = \$ _____

Maximum Student Association Allocation (f):

- (e) x 0.5 = _____

Include a list of all drivers and passengers and type of vehicles that will be used for transportation.

OR

If you will be renting vehicles or utilizing public transportation (i.e. plane, train, bus):

- (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
(g) x 0.5 = _____

** Or ticket(s) if in the case of air, train, or bus transport.*



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 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) = \$ _____



CONFERENCE REQUEST: PARTS D & E

PART D: MISCELLANEOUS EXPENSES

Conference Registration (if applicable)

(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) = \$ _____

PART 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:

(e) x 0.5 = (f) \$ _____

The Student Association may not fund more than \$2,500 for a single conference. If line (f) above is greater than \$2,500, it must be decreased to \$2,500 or less.