College of Agricultural Sciences Student Activity Funding Club or Organization COVER SHEET

Procedure to Request Funds

A travel itinerary highlighting dates and times of travel and activities **must** be submitted. (Except for travel time and participation at events, any additional days for trip will not be funded.)

Only complete proposals, including accurate calculation of expenses and funding requests will be considered. Any dollar amount that is a pre-filled field on the form must be used.*

When completing the budget information, be realistic in estimating travel expenses.

Supporting documentation to justify the cost of anticipated airfare or bus charter must be provided. For example: a CONCUR search of flights showing comparable rates, or a search of available bus rental rates.

*Funding for meals is limited to \$20 per day, per person.

*Funding for lodging is limited to \$25 per day, per person.

Items not directly connected to or required for participation will not be covered unless included in registration costs.

Completed forms and supporting documentation should be submitted to:

Sheryl Flick

Office for Undergraduate Education

101 Agricultural Administration Building

University Park, PA 16802

or

sal173@psu.edu

Failure to follow the above procedures may result in the proposal not being accepted or funded.

Note: Forms must be downloaded to your computer for the calculated fields to work correctly. The formulas within the form will not work properly unless opened in Adobe.

If you have questions about requesting funds for undergraduate student activities, contact Sheryl Flick in the Office for Undergraduate Education at 814-865-7521 or sal173@psu.edu.

College of Agricultural Sciences Student Activity Funding Club or Organization PROPOSAL FORM

to if additional agree is accorded. Handwritten forms will not be accorded

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Name of Club or Organization:			ASA Acct #:	
Name of Person Submitting:		Email:		
Title of Event:				
Location of Event:		Date(s) of Event:		
Description of Event (include copy of brochure if available):		Travel Itinerary Included in	Documentation:	
Name of Faculty/Staff Adviser:		Email:	Phone:	
Faculty/Staff Adviser Signature:		Liliali.	Date:	
Club President's Name:		Email:	Phone:	
Club Treasurer's Name:		Email:	Phone:	
Student Participants (Must be undergra	aduate and annolled in the College of			
Name(s):	PSU E-mail ID (xyz123):	Major:	Semester Standing:	
ivaine(3).	1 30 E-Mail 10 (xy2123).	Wajor.	Jemester Standing.	
Justification for attendance and spo	onsorship: (include how club me	mbers prepare for event)		

College of Agricultural Sciences Student Activity Funding Club or Organization BUDGET INFORMATON

Attach typed documents if additional space is needed. Handwritten forms will \underline{not} be accepted.

Name of Club/Organization:				Date(s) of Event:			
Title of Event:				Location of Event:			
Transportation							
Provide an explanation of transport	ation type and cost.	Include airport of departure	, rationale	e for multiple vechiles, taxi, cost-sh	aring, etc.		
Type of Transportion	Nur	nber of Students		Cost per Student		Total	
Air			Х		=		
Train			Х		=		
Bus			х		=		
University Vechicle	N	umber of Days		Cost per Day			
Vehicle Type:			х		=		
	Ni	umber of Miles		Cost per Mile			
			х		=		
Rental Vechicle	N	umber of Days		Cost Per Day			
Vechicle Type:			Х		=		
	N	umber of Miles	_1	Cost Per Mile			
			х		=		
Тахі	Nur	nber of Students		Cost per Student			
			х		=		
				Transportat	ion Total		
Registration Fee (if applicable):	:						
	Nur	nber of Students		Cost per Student		Registration Total	
			Х		=		
Lodging - Must use cost per stu	dent for lodging	as indicated in calculatio	ons				
Cost per Student		Number of Students	_	Number of Nights	_	Lodging Total	
	Х		Х		=		
Meals - Must use cost per stud	ent for meals as i	ndicated in calculations					
Cost per Student		Number of Students	_	Number of Days		Meal Total	
	Х		Х		=		
Miscellaneous Expense (include	e description):						
					Miscel	laneous Expense Total	
Additional Comments:		4	Total Expenses				
		L	Less Additional Funding (from below)				
				Funds Req	uested		
Is Add	itional Funding A						
		Amount if Know	/n	Upon review by the Stu	dent Act	itivies Committee	
UPAC Request	Yes No			funding awarded wi		•	
Club/Team Funds	Yes No			club/organization's ASA	account	as identified on the	
Department Funds	Yes No			cover sheet o	of this pr	oposal.	
Department Endowments	Yes No						
Total Amount of A	Additional Fundin	g					