# College of Agricultural Sciences Student Activity Funding Team Event 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 Team Event** PROPOSAL FORM

Attach typea aocur	nents if additional space is nee	eaea. Hanawritten forms will <u>not</u> bi	e acceptea.		
Name of Team:					
Name of Person Submitting:		Email:			
Title of Event:					
Location of Event:		Date(s) 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:			Date:		
Dept. Budget Staff Name:		Email:	Phone:		
Student Participants (Must be undergra	duate <u>and</u> enrolled in the College of	Ag Sciences with a cumulative GPA of at leas	2.0):		
Name(s):	PSU E-mail ID (xyz123):	Major:	Semester Standing:		
Justification for attendance and spo	onsorship: (include how team p	repares for event)			
Are team members for this team event enroll Associated course:	ed in a "for credit" course as a require	ement/preparation for the team? Yes	No		

## College of Agricultural Sciences Student Activity Funding Team Event

#### **BUDGET INFORMATON**

Attach typed documents if additional space is needed. Handwritten forms will <u>not</u> be accepted.

Name of Team:					Date(s) of Event:			
Title of Event:					Location of Event:			
Transportation								
Provide an explanation of transportati	on type ar	nd cost. Ii	nclude airport of departure,	rationale	e for multiple vechiles, taxi, cost-sho	aring, etc.		
Type of Transportion		Num	ber of Students		Cost per Student		Total	
Air				Х		=		
Train				Х		=		
Bus				Х		=		
University Vechicle		Nu	mber of Days		Cost per Day			
Vehicle Type:				Х		=		
		Nur	mber of Miles	_	Cost per Mile	<u>-</u>		
				Х		=		
Rental Vechicle		Nu	mber of Days		Cost Per Day			
Vechicle Type:				Х		=		
	•	Nur	mber of Miles	-	Cost Per Mile	•		
				х		=		
Тахі	•	Num	ber of Students		Cost per Student			
				х		=		
	-				Transportati	on Total		
Registration Fee (if applicable):								
		Num	ber of Students		Cost per Student		Registration Total	
				Х		=		
Lodging - Must use cost per stude	nt for lo	dging a	s indicated in calculatio	ns				
Cost per Student		N	lumber of Students		Number of Nights		Lodging Total	
	Х			Х		=		
Meals - Must use cost per studen	t for med	als as in	dicated in calculations					
Cost per Student		N	lumber of Students		Number of Days		Meal Total	
	Х			Х		=		
Miscellaneous Expense (include o	lescriptio	on):						
						Miscel	laneous Expense Total	
Additional Comments:				Total Expenses				
			L	Less Additional Funding (from below)				
					Funds Requ	uested		
Is Addition	onal Fun	ding Ava	ailable?					
Amount if Knowr			n	Upon review by the Student Activities Committee,				
UPAC Request N/A	Yes	No			funding awarded will			
Team Funds	Yes	No			department after copies	-	=	
Department Funds	Yes	No			submitted to the Undergr			
Department Endowments	Yes	No			101 Ag Adn	nın Build	ning.	
Total Amount of Ad	ditional F	unding						