

**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](mailto: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](mailto:sal173@psu.edu).



**College of Agricultural Sciences Student Activity Funding  
Team Event  
BUDGET INFORMATON**

*Attach typed documents if additional space is needed. Handwritten forms will not be accepted.*

Name of Team: \_\_\_\_\_ Date(s) of Event: \_\_\_\_\_

Title of Event: \_\_\_\_\_ Location of Event: \_\_\_\_\_

**Transportation**

*Provide an explanation of transportation type and cost. Include airport of departure, rationale for multiple vehicles, taxi, cost-sharing, etc.*

<b>Type of Transportation</b>	Number of Students		Cost per Student	=	Total
Air	<input type="text"/>	X	<input type="text"/>	=	<input type="text"/>
Train	<input type="text"/>	X	<input type="text"/>	=	<input type="text"/>
Bus	<input type="text"/>	X	<input type="text"/>	=	<input type="text"/>

<b>University Vehicle</b>	Number of Days		Cost per Day	=	
Vehicle Type:	<input type="text"/>	X	<input type="text"/>	=	<input type="text"/>
	Number of Miles		Cost per Mile	=	
	<input type="text"/>	X	<input type="text"/>	=	<input type="text"/>

<b>Rental Vehicle</b>	Number of Days		Cost Per Day	=	
Vehicle Type:	<input type="text"/>	X	<input type="text"/>	=	<input type="text"/>
	Number of Miles		Cost Per Mile	=	
	<input type="text"/>	X	<input type="text"/>	=	<input type="text"/>

<b>Taxi</b>	Number of Students		Cost per Student	=	
	<input type="text"/>	X	<input type="text"/>	=	<input type="text"/>

**Transportation Total**

**Registration Fee (if applicable):**

	Number of Students		Cost per Student	=	Registration Total
	<input type="text"/>	X	<input type="text"/>	=	<input type="text"/>

**Lodging - Must use cost per student for lodging as indicated in calculations**

Cost per Student	X	Number of Students	X	Number of Nights	=	Lodging Total
<input type="text"/>	X	<input type="text"/>	X	<input type="text"/>	=	<input type="text"/>

**Meals - Must use cost per student for meals as indicated in calculations**

Cost per Student	X	Number of Students	X	Number of Days	=	Meal Total
<input type="text"/>	X	<input type="text"/>	X	<input type="text"/>	=	<input type="text"/>

**Miscellaneous Expense (include description):**

	Miscellaneous Expense Total
<input type="text"/>	<input type="text"/>

<b>Additional Comments:</b>	<b>Total Expenses</b>
<input type="text"/>	<input type="text"/>
	<b>Less Additional Funding (from below)</b>
	<input type="text"/>
	<b>Funds Requested</b>
	<input type="text"/>

<b>Is Additional Funding Available?</b>				<p align="center"><b>Upon review by the Student Activities Committee, funding awarded will be reimbursed to the department after copies of paid receipts have been submitted to the Undergraduate Education Office in 101 Ag Admin Building.</b></p>
Amount if Known				
UPAC Request	N/A	Yes	No	
Team Funds		Yes	No	
Department Funds		Yes	No	
Department Endowments		Yes	No	
<b>Total Amount of Additional Funding</b>				