

College of Agricultural Sciences Student Activity Funding

**Team Event
COVER SHEET**

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

Name of Team:

Name of Person Submitting:

Email:

Title of Event:

Location of Event:

Date(s) of Event:

Description of Event (include copy of brochure if available):

Name of Faculty/Staff Adviser:

Email:

Phone:

Faculty/Staff Adviser Signature:

Date:

Dept. Budget Staff Name:

Email:

Phone:

Student Participants *(Must be undergraduate and enrolled in the College of Ag Sciences with a cumulative GPA of at least 2.0):*

Name(s):

PSU E-mail ID (xyz123):

Major:

Semester Standing:

Name(s):	PSU E-mail ID (xyz123):	Major:	Semester Standing:

Justification for attendance and sponsorship: (include how team prepares for event)

Are team members for this team event enrolled in a "for credit" course as a requirement/preparation for the team? Yes No

Associated course:

**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.

Type of Transportation	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"/>

University Vehicle	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"/>

Rental Vehicle	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"/>

Taxi	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		Number of Students		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		Number of Students		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"/>

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

Is Additional Funding Available?				<p align="center">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.</p>
Amount if Known				
UPAC Request	N/A	Yes	No	
Team Funds		Yes	No	
Department Funds		Yes	No	
Department Endowments		Yes	No	
Total Amount of Additional Funding				