

Conference Worksheet for ADVISOR expenses

(Senate can only fund one conference per academic year)

Attending Advisor: _____

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(Maximum of two advisors; # attending should be commensurate with # of students attending and length of conference, otherwise professional development funds should be used. General guideline is 1 advisor for every 10 students.)

Name of Conference: _____

Website for Conference: _____

Dates: Departing _____ Returning _____

Location of Conference (including hotel name and address):

Are any other NHCTC colleges attending? _____ If yes, please check for any possible sharing of expenses.

Registration Information: *(Please attach printed info.)*

_____ Attendees @ \$ _____
(Registration fee)

Food Expense: *(please take into consideration food provided by conference. This dollar amount should reflect the recommended guidelines found @ www.gsa.gov (per diem rates) Please attach printed info.)*

\$ _____ x # _____ Attendees = _____ (breakfast)

\$ _____ x # _____ Attendees = _____ (lunch)

\$ _____ x # _____ Attendees = _____ (dinner)

Hotel Expense: *(If more than one hotel is recommended, please indicate basis of choice. Please attach printed info.)*

_____ Rooms x # _____ Nights x \$ _____ =
(Room rate inc. taxes)

Transportation Expense: *(Please attach printed info.)*

_____ Attendees x \$ _____
(Air fare, train, bus, etc.)

Round trip shuttle expense \$ _____

Other Transportation Expenses:

TOTAL \$ REQUESTED FROM SENATE for CONFERENCE

<u>Totals</u>
\$ _____ <i>(Registration)</i>
\$ _____ <i>(Breakfast)</i>
\$ _____ <i>(Lunch)</i>
\$ _____ <i>(Dinner)</i>
\$ _____ <i>(Lodging)</i>
\$ _____ <i>(Transportation)</i>
\$ _____ <i>(Shuttle)</i>
\$ _____ <i>(Other)</i>
\$ _____ (Total conference expenses)