

Conference Worksheet for STUDENT expenses

(Senate can only fund one conference per academic year)

Attending Advisor: _____

Attending Advisor: _____
(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):

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) attach printed info.)*

\$ _____ * /2 x # _____ Attendees = _____ (breakfast)

\$ _____ * /2 x # _____ Attendees = _____ (lunch)

\$ _____ * /2 x # _____ Attendees = _____ (dinner)

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

_____ Rooms x # _____ Nights x \$ _____ /2 =
(Room rate inc. taxes)

Transportation Expense: *Please explain method of transportation and attach printed info.*

_____ Attendees x \$ _____ /2 =
(Air fare, train, etc.)

Round trip shuttle expense \$ _____ /2 =

Other Transportation Expenses *(Please attach printed info):*

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)	