



REQUEST FOR APPROPRIATION OF CONFERENCE AND PRESENTATION EXPENSES

The Student Government Association funds registered campus organizations in strict accordance with the SGA Bylaws. Any requests must be filed in the SGA office no later than one week before the event or trip. Any requests not received at least one week prior to the event will not receive funding.

As a **BASIC** guideline, here are some funding rules (please refer to the SGA Bylaws for additional information):

1. Registration-\$200 TOTAL (NOT per person)
2. Hotel-\$50 per room per night based on QUAD occupancy
3. Travel-\$0.15 per mile roundtrip for 1 vehicle ONLY
4. Airfare – Up to \$150 for individuals traveling to present papers, posters, research at conferences or conventions in accordance with the By-Laws.

*Please note: Meals will not be funded. EXACT figures should be obtained from hotels, event organizers, etc. and stated as such on this form. Estimates should not be included.

Receipts incurred through the event accounting for expenses allowed by SGA must be turned in into the SGA office, Coronna Hall, Room 218, within the two weeks following the event. Organizations/individuals that do not follow the requirements stated in the SGA Bylaws will be placed on a probationary period of two semesters, not including summer semesters. During this time, they will not be able to receive any SGA funding.

I have read the rules and regulations regarding the spending of allocated funds procured from the Student Government Association of the University of Louisiana at Lafayette and agree to comply with them under penalty of probation.

**Signature of Organization/Student Contact Person
or Individual**

Date

Name (Print)

Advisor's Name (Print)

E-mail Address

Advisor's Phone #

GENERAL INFORMATION

Please print clearly

1. Organization or Individual to be Funded: _____
2. Name of Event Attending: _____

3. Date(s) of Event: _____
4. Location of Event: _____
5. Number of Individuals Attending: _____
6. Reasons for Attending Event: _____

7. How Will the Remainder of the Expenses Be Funded (i.e. fundraisers, personal money, etc): _____

7. Fundraising efforts – how much have you currently raised/anticipate raising?

8. What college does your organization fall under? _____

REGISTRATION FEES

Please note that if the term “registration fee” is used, that amount is to be included only on this section of the form. DO NOT break the fee down into hotel or other expenses. If the registration fee includes individual meals, SGA bylaws do not allow the funding of the registration fee.

1. Registration Fee per Person: _____
2. Number of Registered Attendees: _____
3. Total Amount for Registration: (#1 x #2): _____

HOTEL EXPENSES

1. Name and Address of Hotel/Lodging: _____

2. Number of Rooms: _____
3. Number of Nights: _____
4. Price per Room: _____
5. Total Amount (#2 x #3 x #4): _____

TRAVEL EXPENSES

1. Roundtrip Mileage: _____
(Please attach printout from a website such as Mapquest.com showing mileage calculation)
2. Total Mileage Amount (#1 x \$.15): _____
3. Air fare and airline used: _____

OTHER EXPENSES

Please list other expenses to be incurred on the trip such as taxi cab, airport shuttle etc.:
