

# NCAC 2008-2009

Incomplete proposals will not be considered

## BEFORE SUBMITTING A TRAVEL PROPOSAL:

- Use current form, attach back-up material.
- Include a list of students with their student number (all students must meet Policy 6H5x2.5 guidelines). All traveling students must have a cumulative 2.0 GPA for current term and previous term.
- If a college vehicle is being reserved complete vehicle registration form prior to submitting this request and attach.
- 6 weeks prior to conference registration deadline is required from the accounts payable department.
- Complete ALL sections of the proposal form, don't forget hotel taxes. The Advance Funds form (ACC-28) must be signed by the Director, Dean of Students, Provost, and President (if out-of-state)
- Include transportation (airfare, hotel, cab fare or car rental) estimates. It is recommended to use the Internet when researching your airline tickets (Expedia, Travelocity, or other airline websites).
- Presenters, panelists, conference organizers, and other professional organization board members with active rolls in a conference must present documentation of acceptance to present, organize, perform, etc. at a conference.
- Attach a current conference program that includes registration information/fees, hotel information/fees, and dates, times and topics of sessions. Your request will not be reviewed without this information.
- Meals may not be included in proposal
- NCAC requires a minimum club contribution of 15% towards travel.

## NCAC 2007-08 DEADLINES

### Deadline Dates:

1. Sept. 2, 2008
  2. Oct. 6, 2008
  3. Nov. 10, 2008
  4. Dec. 1, 2008
  5. Jan. 12, 2009
  6. Feb. 9, 2009
  7. Mar. 16, 2009
  8. Apr. 6, 2008
- (Pending availability of funds)

### Meeting Dates:

- Sept. 15, 2008
- Oct. 13, 2008
- Nov. 17, 2008
- Dec. 8, 2008
- Jan. 26, 2009
- Feb. 16, 2009
- Mar. 23, 2009
- Apr. 13, 2009

# TRAVEL PROPOSAL

PROPOSAL MUST BE TYPED

Today's Date: \_\_\_\_\_

Total Amount Requested from NCAC: \$ \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Club/Department \_\_\_\_\_ Campus \_\_\_\_\_

**Requestor must travel with the students. (Clubs/Organizations must be in good standing.)**

Position/Job Title \_\_\_\_\_ Supervisor # \_\_\_\_\_

Date(s) of Travel \_\_\_\_\_ Destination \_\_\_\_\_

**Travel must occur after the committee meeting date.**

Check only one:  In county  Out of county  Out of state

Conference/Workshop Title

\_\_\_\_\_

Name of Sponsoring Organization

\_\_\_\_\_

**A LIST OF THE STUDENTS ATTENDING ALONG WITH THEIR STUDENT NUMBER MUST BE SUBMITTED WITH THE TRAVEL PROPOSAL.**

**Please note:** Travel proposals may require two meetings for action. Please add this time to your planning timeline.

FOR STUDENT LIFE OFFICE ONLY

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

Reason:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Membership fees cannot be included in the request.**

**PLEASE ANSWER YES OR NO TO THE FOLLOWING (ADD DETAIL IF NECESSARY)**

Are you/group a program presenter, panelist or organizer?  Yes  No

Specify \_\_\_\_\_

Are you in a leadership position with the sponsoring organization?  Yes  No

Specify \_\_\_\_\_

**IMPORTANCE/SIGNIFICANCE**

In two brief sentences or less, describe the significance of this particular travel experience.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**ACTIVITIES/OBJECTIVES**

Explain how this travel experience will contribute to student development and/or benefit the campus, or the college as a whole. Be specific.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**SPECIAL CIRCUMSTANCES FOR COMMITTEE TO CONSIDER**

\_\_\_\_\_

**Itemized Budget**

**TRANSPORTATION**

**Airfare Total** \_\_\_\_\_

Attach a copy of the airfare estimates from the Internet.

$$\frac{\text{_____}}{\text{Airfare}} \times \frac{\text{_____}}{\text{\# of Tickers}}$$

**Taxi/Shuttle** \_\_\_\_\_

Estimate expenses for getting to and from airport and hotel. Receipts must be attached when you return.

$$\frac{\text{_____}}{\text{Taxi/Shuttle}} \times \frac{\text{_____}}{\text{\# of Tickets}}$$

**Car Rental** \_\_\_\_\_

Attach written justification showing how this is the least expensive means of transportation.

$$\frac{\text{_____}}{\text{Rental Fee}} \times \frac{\text{_____}}{\text{\# of vehicles}}$$

**Mileage (personal car)** \_\_\_\_\_

$$\$ .445 \text{ per mile} \times \frac{\text{_____}}{\text{\# of vehicles}}$$

**OTHER**

**Hotel Total** \_\_\_\_\_

$$\frac{\text{_____}}{\text{nightly rate}} + \text{tax} \times \frac{\text{_____}}{\text{\# of rooms}} \times \frac{\text{_____}}{\text{\# nights}} = \$ \text{_____ total \$}$$

$$\frac{\text{_____}}{\text{nightly rate}} + \text{tax} \times \frac{\text{_____}}{\text{\# of rooms}} \times \frac{\text{_____}}{\text{\# nights}} = \$ \text{_____ total \$}$$

**Registration** \_\_\_\_\_

**You must attach current conference**

$$\frac{\text{_____}}{\text{Registration Fee}} \times \frac{\text{_____}}{\text{\# attending}}$$

If registration fee will increase after a certain date, specify fee increase and due date: \_\_\_\_\_

**Miscellaneous** \_\_\_\_\_ List on lines below (Tolls, Parking...)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**TOTAL AMOUNT\*** \_\_\_\_\_

NOTE - The committee will take into consideration the organization's involvement on campus. They will also look at the number of club points the group has earned through the President's Council point system.

Have any other funds (Department/Campus/Foundation) been requested or raised for this proposal?

Yes  No Please Specify: \_\_\_\_\_

**Club Contribution:** \_\_\_\_\_ What is the amount your club is contributing to this trip (exclude meals)

**ADVISORS – Please inform all students in your traveling party they are required to complete a Travel Agreement Form. In the instance, they do not attend the trip they are obligated for any expenses made on their behalf. The student will be obligated to pay the college back for those expenses.**

### **Recommendation Form**

**It is the responsibility of the applicant to obtain necessary signatures, attach ten copies of the proposal and all back-up documentation, then forward original and ten copies to the Student Life Office.**

***PLEASE PRINT OR TYPE THE NAMES ABOVE EACH SIGNATURE***

**Employee's Name** \_\_\_\_\_ **Date** \_\_\_\_\_

**I have attached documentation validating this travel request, including conference program showing dates, times, and hotel registration information.**

**Signature:** \_\_\_\_\_

**Dept. Head/Immediate Supervisor's Name:** \_\_\_\_\_

**\*Signature:** \_\_\_\_\_

**My signature indicates I recommend this proposal.**

**\*Only if travel affects class schedule**