



## Conference/ Competition Form

Please fill out the form completely and return it to the ASSMU Treasurer in the Trautman Student Union Building.

- I. ASSMU can provide conference costs for up to six students.
- II. ASSMU may cover up to 80% of conference registration fees.
- III. Rooms will be covered at no more than \$100/room/night and will be calculated with quadruple occupancy while still respecting our Benedictine values by separating genders.
- IV. Airfare will be covered at no more than \$200 per person.
- V. Food will be covered no more than \$20 per person per day.
- VI. Advisor fees will be covered by ASSMU in full while maintaining above criteria.

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

Member Name and Position: \_\_\_\_\_

Adviser: \_\_\_\_\_

Club or Organization Affiliation: \_\_\_\_\_

Contact Information: Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

**Fund Request Information: *Please fill out the following (use back of form if more space is needed)***

**1. Name of Participants:**

1.	2.	3.
4.	5.	6.

**2. Name and Purpose of Conference:** \_\_\_\_\_

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

**3. Date and Location of Conference:** \_\_\_\_\_

*Please fill in the "Initial Cost" of each item. The Financial Committee will place their recommendation in the "ASSMU Contribution" section*

	<b>Initial Cost</b>	<b>ASSMU Contribution</b> (leave blank)
<b>4. Registration Fees</b>		
_____		
_____	\$ _____	\$ _____
<b>5. Transport Expenses:</b> breakdown below (E.g. bus or airfare)		
_____		
_____		
_____	\$ _____	\$ _____
<b>6. Lodging Expenses:</b> breakdown below		
_____		
_____		
_____	\$ _____	\$ _____
<b>7. Food</b>	\$ _____	\$ _____
<b>8. Other Foreseen Expenses</b>		
_____		
_____		
_____	\$ _____	\$ _____
<b>Total Requested Amount</b>	<b>\$ _____</b>	<b>\$ _____</b>