



Appropriation of Funding

Associated Students, Mt. San Antonio College

For Office Use Only

Request #: 6

Date Received: 10/11/17

Organization: **Hospitality Management Club**

Person submitting form: **Susan Chavez**

Email address: [REDACTED]

Phone: [REDACTED]

em sent

Sponsor: Matthew McBride Date: 10/13/17

10/13/17

Co-Sponsor: Wendy Morales Date: 10/17/17

Amount Requested: ~~\$8,183~~ 6080 flight + hotel only

Name of person that will process your Banner requisition(s): Mary Garcia

Signature (of person listed above): Mary Garcia Ext. [REDACTED]

NOTE: The person listed MUST have completed Banner Requisition Training; otherwise you will NOT be able to access allocated funds. Also, this person is responsible for obtaining necessary approvals in Banner.

Name of Event: **National Restaurant Association Show**

Date of Event: **May 18 -22, 2018** Location: **McCormick Place Chicago, Illinois**
 (Note: You must complete a separate Use of Facilities Form to request campus facilities through Event Services)

Advisor Name: **Susan Chavez** Extension: [REDACTED]

Advisor Signature: Susan Chavez Date: 09/21/17

If this is a conference request then provide the name and extension of the advisor attending.

Name: **Susan Chavez** Extension: [REDACTED]

A.S. Senate

For: 4 Against: 2 Abstain: 0 Date: 10/17/17
Joel Morales

A.S. Executive Board

For: 4 Against: 1 Abstain: 0 Date: 10/17/17

A.S. President

Approve Veto Signature: _____ Date: _____

Signature _____ Date: _____

Please describe the purpose and nature of your event. Be sure to include how Mt. SAC students will benefit:

The purpose of attending this event is to expose students to a professional industry event directly related to their area of interest, which will provide them with the opportunity to:

- Attend more than 80 education workshops and sessions on hospitality related topics.
- Learn about the latest trends, technologies, products, and processes utilized in the industry today.
- Learn about niche solutions to common industry related problems.
- Opportunity to network and meet with over with 1,800 companies, employers, and industry leaders.
- Network with industry leaders from 100 countries and across the U.S.

Anticipated number of attendees: 7 (6 students plus advisor)

Students participating in this activity must have paid their current activity fee. NOTE: Student Life no longer gives out "stickers" for the activity fee. Fees must be verified electronically, via the Associated Students website.

Who will be verifying this information?

The information will be verified by the club Treasurer. Club members have their student activity fees verified before they are admitted into the club.

Cost breakdown: *(Please be specific and include a separate line item for each expense).*

Registration Fee: \$79.00 x 7 = \$553

Flight Fee: \$400.00 x 7 = \$2,800

Hotel Fee: \$3,280 (4 nights)

Airport Transportation/Parking: \$500

Food Per Diem: \$30 x 7 x 5 days = \$1,050


Total Requested for 7(6 students plus advisor)

=\$8,183

FUNDING CONDITIONS:

All groups requesting Associated Students funding are hereby notified that the event advisor (or designee) is responsible for processing all requisitions with approved vendors through the Banner system. Associated Students will NOT provide an expense envelope or petty cash for purchases. Petty cash may be reimbursed up to \$200.00. Although forms must be signed by the Director of Student Life, you (the requestor) are responsible for ensuring that all necessary forms and/or Banner requisitions are processed within the required timeframe.

This form must be completely filled out (requestor should complete all areas in **blue type**) and submitted to the A.S. Secretary at least 4 WEEKS prior to the date of the event/activity to be considered for funding. This will allow the Associated Students to review the nature of your request, approve the request, complete the process of allocating funds, and allow appropriate time for the event/activity to be advertised (in accordance with the A.S. Publicity Directive).NOTE: If the event requires Board of Trustees approval (i.e. payment for speakers, performers, contracts, or out of country travel), clubs must submit the Board item to the Associated Students Secretary by the first of the month PRIOR to the month of travel or event. Other groups must submit board item(s) through their division.

Advisor:  Please initial to indicate that you have read and understood the A.S. "Funding Conditions"