

# CONFERENCE REQUEST

Request No. \_\_\_\_\_

Date: \_\_\_\_\_

**ORGANIZATION:** \_\_\_\_\_ **CONFERENCE:** \_\_\_\_\_

**DATES:** \_\_\_\_\_ **LOCATION:** \_\_\_\_\_

**REQUESTOR:** \_\_\_\_\_ **SIGNATURE:** \_\_\_\_\_

**E-MAIL:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

In the following table, please specify both the cost per delegate and the total cost for the conference.

	Request (Per Delegate)	Request (Entire Conference)	Allocations Recommendations			SGB Decision	
			A	D	Revision		
1 No. Of Delegates						1 No. Of Delegates	#
2 Registration						2 Registration	\$
3 Lodging						3 Lodging	
4 Transportation						4 Transportation	
<b>TOTAL:</b>			\$			<b>TOTAL:</b>	\$
<b>Allocations</b>				<b>Defer</b>			
<b>SGB</b>				<b>Approve</b>			
				<b>Deny</b>			

## SGB POLICIES REGARDING CONFERENCE FUNDING

Refer to [www.pitt.edu/~sgb/](http://www.pitt.edu/~sgb/) for more information.

**Funding Limit:** No more than \$2,000 per fiscal year may be allocated for conference attendance.

**Number of Representatives:** No more than 4 members will be approved to represent the organization.

**Lodging:** Only one room will be allocated for lodging. How the one room is used is determined by the delegates.

**Meals:** Meals provided via the registration fee will be deducted from the registration fee for each delegate.

## JUSTIFICATION

Explain the (1) purpose and need of attending, (2) value and impact on organization and campus, (3) history of attending conference, (4) how attending relates to the purpose of your organization, (5) and how many (if any) delegates are voting. Please attach an agenda to this form.

\_\_\_\_\_/\_\_\_\_\_  
Student Government Board                      Date

\_\_\_\_\_/\_\_\_\_\_  
Allocations    Date