

Travel/Conference Request Form

#7

Organization Name: * Superfun Organization

President's Name: * Suzie Leader

President's Phone Number: * (216) 867-5309

President's Email: * suzie15@jcu.edu

Financial Officer: * Shawn Money

Advisor's Name: * Dr. Phil Intheblank

Name of Person Preparing Form: * Suzie Leader

Date: * Friday, March 9, 2012

Chief Contact: * Suzie Fun

Chief Contact Phone: * (216) 867-5309

Chief Contact Email: * suzie15@jcu.edu

Please list the students traveling: *
Shawn Money
Joe Leader
Monica Student

(If more students are traveling, please write their names on a separate sheet of paper and attach to Travel/Conference Request Form.)

Conference/Event Name: * Leadership and Learning

Conference/Event City: *	Chicago, IL
Start of Conference/Event: *	Sunday, April 15, 2012
End of Conference Event: *	Thursday, April 19, 2012
Cost per Person/Delegation: *	\$75.00
Number of People Attending from JCU: *	4
Actual Cost: *	\$300.00
Requested Cost from SOBB: *	\$300.00
Has your organization attended this conference/event or a similar one previously? *	Yes
If yes, when? Be specific.	Last April – it is an annual conference
Purpose of Attending Conference/Delegation: *	To learn about leadership for our superfun organization!
*** Note: upon return to John Carroll University, a short, concise summary of how the conference/event provided meaningful information for the betterment of the student organization and the greater student experience on campus is REQUIRED. This summary needs to be no longer than two paragraphs, and must be submitted to the Vice President for Student Organizations within a month of returning to campus. *	Ok

What method of transportation are you using? * Airline

Airline: US Air

Number of Tickets: 4

Cost per Ticket: \$200.00

Actual Ticket Costs: \$800.00

Cost Requested from SOBB: \$400.00

Departure Flight Number: 1876

Departure Date: Sunday, April 15, 2012

Departure Time: 9:15:00 AM

Arrival Flight Number 1681

Arrival Date: Thursday, April 19, 2012

Arrival Time 3:25:00 PM

Gas Mileage 0

Actual Cost:

Cost Requested from SOBB:

Hotel Name:	Super Fun Hotel
Address of Hotel:	 1245 Superfun Lane Chicago, IL 54678 United States
Hotel Phone Number:	(345) 321-6785
Number of Days/Nights:	4
Price Per Room:	\$99.00
Number of Rooms:	2
Actual Cost:	\$792.00
Cost Requested from SOBB:	\$792.00

Actual Cost Overall: *	\$1,892.00
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Total Cost Requested from SOBB: *	\$1,492.00
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If the overall cost does not match the total cost requested, please circle below how your organization is receiving the rest of the money:

If "Other," please explain specifically:
