

**SCHEDULE C TRAVEL**

Each trip has to have a separate Trip Number.

**DO NOT COMBINE TRIPS!**

<b>TRIP DESCRIPTION</b>		Priority
Trip Number:	2	Medium
Trip Title	ACLT- Spring 2010 Professional Development Tour and Workshop	
Note: Trip Title = Name of Conference OR Name of Group going on trip.		
Purpose- Benefit to the State, UF and the student body:	UF/ACLT tours a different location in the state or Southeast to learn about communications professionals on the job. During the tour, ACLT members meet with three to five companies in one day.	
Dates of travel:	From: 4/8/2010	To: 4/10/2010
Travel destination:	Okeechobee, FL	
Number of travelers:	14	Note: Number of Travelers is REQUIRED Entry This number is used to calculate per person cost.
Other sources of funding and dollar amounts:	Description:	Amount
	ACLT	\$276.00

- NOTE: 1. Registration that DOES NOT INCLUDE FOOD or LODGING is 100% funded.  
 2. All other expenses are 1/2 funded.  
 3. SG does NOT pay food costs.

This form should automatically calculate costs.

Transportation	\$127.60	
Accommodations	\$400.00	
Other	\$0.00	
TRIP 2 costs to be 1/2 funded	\$527.60	
Half Funded costs	\$263.80	
Registration	\$0.00	\$276.00
<b>MAXIMUM AMOUNT PAID FOR TRIP 1</b>	<b>\$263.80</b>	

Trip #2	Description	No. of Travelers	Cost per Traveler	Estimated Costs	
<b>TRANSPORTATION</b>					
	Gas for van, \$.29/mile @ 440 miles	440	\$0.29	\$127.60	\$63.80
				\$0.00	\$0.00
<b>REGISTRATION (NO FOOD OR HOTEL)</b>					
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
<b>ACCOMODATIONS (LODGING COST NO FOOD)</b>					
	Hotel (4 rooms, 1 night)	4	\$100.00	\$400.00	\$200.00
				\$0.00	\$0.00
				\$0.00	\$0.00
<b>OTHER</b>					
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00

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<b>TRIP DESCRIPTION</b>		Priority
Trip Number:	3	High
Trip Title	National ACT Convention/Ag Media Summit	
Note: Trip Title = Name of Conference OR Name of Group going on trip.		
Purpose- Benefit to the State, UF and the student body:	Allows members to participate in competitions and leadership seminars. As well as to further the development of our members through fellowship in our national organization and network with other members of associated chapters.	
Dates of travel:	From: 8/1/2009	To: 8/5/2009
Travel destination:	Fort Worth, Tx.	
Number of travelers:	2	Note: Number of Travelers is REQUIRED Entry This number is used to calculate per person cost.
Other sources of funding and dollar amounts:	Description:	Amount

- NOTE: 1. Registration that DOES NOT INCLUDE FOOD or LODGING is 100% funded.  
 2. All other expenses are 1/2 funded.  
 3. SG does NOT pay food costs.

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Transportation	\$600.00
Accommodations	\$440.00
Other	\$0.00
<b>TRIP 3 costs to be 1/2 funded</b>	<b>\$1,040.00</b>
<b>Half Funded costs</b>	<b>\$520.00</b>
Registration	\$150.00
<b>MAXIMUM AMOUNT PAID FOR TRIP 1</b>	<b>\$670.00</b>

Trip #3				
Description	No. of Travelers	Cost per Traveler	Estimated Costs	
<b>TRANSPORTATION</b>				
Airfare Roundtrip	2	\$300.00	\$600.00	\$300.00
			\$0.00	\$0.00
<b>REGISTRATION (NO FOOD OR HOTEL)</b>				
Registration	2	\$75.00	\$150.00	\$150.00
			\$0.00	\$0.00
			\$0.00	\$0.00
			\$0.00	\$0.00
			\$0.00	\$0.00
<b>ACCOMMODATIONS (LODGING COST NO FOOD)</b>				
Hotel (4 nights x 1 rooms @ 110 ea.)	4	\$110.00	\$440.00	\$220.00
			\$0.00	\$0.00
			\$0.00	\$0.00
<b>OTHER</b>				
			\$0.00	\$0.00
			\$0.00	\$0.00
			\$0.00	\$0.00