Shippensburg University Student Government Association **Post-Season Tournament Allocation Request Form**



This form is to be filled out for each qualifying post season tournament a student group wishes to attend and is handed in a minimum of <u>2 weeks</u> prior to post-season tournament departure. Required information includes tournament name, location, dates, estimated cost, student attendance, and details of the tournament. All lines must be filled out. These allocations are to be considered on a one-time basis only. Please include detail on all components and usages of this request.

Use ID # instead of signature if submitting this form electronically

Student Group Name	Date of Request	
Student Treasurer Name	Email Address & Phone Number	
Student Group Advisor Name	Email Address & Phone Number	
Signature of Student Treasurer	Signature of Student Group Advisor	
Signature of Shippensburg University Director of I	Recreation	
Tournament Title:		
	Organization #	
Location (Full Street Address):		
Date & Times of Tournament: From	To	
One-way mileage from 1871 Old Main Drive, Ship	opensburg PA 17257 to tournament location above:	
Number of First-Years Attending	Number of Sophomores Attending	
Number of Juniors Attending	Number of Seniors Attending	
Number of Advisors Attending	Total Number Of Students Attending	
Summarize the purpose of the Tournament (Attach	a detailed proof of tournament)	
*Total Cost for Tournament (<i>Please attach a detai</i>	led cost breakdown of expenses to this form)	

Return completed form to:

SGA Vice President of Finance Student Government Association CUB Room 201 Office Hours: M-F 8:30 a.m. – 4:30 p.m. Office Telephone: 717-477-1651

Email: sgavpfinance@ship.edu

Attach a completed Contract of Conduct to this Form

Meals are calculated at \$23 per person per day or \$5 for Breakfast, \$6 for Lunch, and \$12 for Dinner

Travel mileage reimbursement is based on \$0.56/mile

Category	Description	Cost Per Person	Category Total
		or Mile	
	TOURNAMENT	TOTAL COST	*

*The Budget and Finance Committee expects individual organizations to contribute to the total cost of the Post-Season Tournament Allocation Request.

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All groups attending a post-season tournament must submit a minimum of a one-page written report within two weeks of return from the tournament to the SGA Vice President of Finance on the results of the post-season tournament. This will be reported to the Budget and Finance Committee. If the report is not submitted within two weeks the group's budget will be frozen until such report is delivered.