

9-7-2016

## **SB-16F-3039: Lauren Mickler**

Student Government Association University of North Florida

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# SENATE LEGISLATION

## SB-16F-3039

*SB-16F-3039: Lauren Mickler*

- 1
- 2 Whereas: The Student Government of the University of North Florida was established to represent student  
3 concerns in all University wide matters, and;
- 4 Whereas: The Budget and Allocations Committee is a standing committee of the Student Government  
5 Senate, responsible for funding only those entities that comply with the Student Government  
6 mission, which is to represent student concerns in all university wide matters while developing  
7 and promoting programs and activities of practical value and interest to students, and;
- 8 Whereas: RSOs and currently enrolled Activity and Service Fee-paying students may request funding for  
9 travel from the Student conference Travel Index according to chapter 841.1 of the Student  
10 Government Statutes and;
- 11 Whereas: According to chapter 841.2 of the same, Travel Requests fall under the jurisdiction of the Budget  
12 and Allocations Committee and are not subject to full Senate approval unless vetoed by the  
13 President or brought to the Senate floor as outlined in Chapter 840.10 and according to 841.2,  
14 and;
- 15 Whereas: The request must receive a two-thirds (2/3) affirmative vote to pass, and;
- 16 Whereas: The purchase or activity reflects students' genuine interests and enhances the educational, social,  
17 cultural, and recreational services available to students at the University of North Florida, and;
- 18 Whereas: The person(s) listed below are Activity and Service Fee-paying students, who seek to manifest the  
19 above mentioned goals, and;
- 20 Whereas: Lauren Mickler wishes to attend The Presidential Interfaith and Community Service Event in  
21 Washington, D.C. from September 21 to September 23, 2016, and;
- 22 Whereas: Said individual is requesting funding for the below items:
- |    |                |            |
|----|----------------|------------|
| 23 | Registration   | = \$0.00   |
| 24 | Lodging        | = \$240.00 |
| 25 | Transportation | = \$240.00 |
| 26 | Total          | = \$480.00 |
- 27



# SENATE LEGISLATION

## SB-16F-3039

1

*SB-16F-3039: Lauren Mickler*

2

Therefore: Let it be enacted, by the University of North Florida Student Government, that \$480.00 be encumbered in the FY 2016-2017 Student Conference Travel Index 402028 in order to pay for the above referenced items.

3

4

5

6

### Legislative Action

### Executive Action

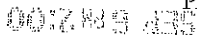
Author: B&A Committee  
Sponsor: Sen. Myers  
Committee: B&A  
Committee Action: Approved 7-0-0  
Senate Action: N/A  
Date of Action: N/A

Let it be known that SB-16F-3039 is hereby  
APPROVED / VETOED / LINE-ITEM VETOED  
on this 7 day of September, 2016.

Signed,   
*Caleb Grantham Student Body President*

Signed and Delivered to the Student Body President  
on this 6 day of Sep., 2016

Signed and Delivered to the Senate Secretary

Place Time Stamp Here  


Place Time Stamp Here  


Signed:   
*Dallas Burke, Student Senate President*

✓ **APR 17 11:43 AM**  
**ROTUNDA TIMESTAMP**

**APR 21 11:07 AM**  
**SG SIGNATURES COLLECTED**

# Travel Request

Completed Travel Requests must be submitted a **minimum five (5) weeks prior to the departure date**. Submit form to the Student Government Rotunda (58E/3300).

## Checklist

On this form

- Summary
- Cost Breakdown
- Questionnaire
- Travel Guidelines

You provide

- Official schedule/agenda/program and other supporting documentation for event
- Official business quotes for accommodations (transportation, registration fees, etc.)
- List of all students traveling, including: names, n-numbers, phone numbers, email addresses, residential addresses, and room assignments (if applicable).

## Summary

Requests cannot exceed more than \$500 per individual student, and \$2,000 per RSO, per fiscal year. No student shall expend directly, or through an RSO, more than \$500 through the Travel Index annually.

I am requesting a total of \$ 480.00 for a(n)  Competition  Conference  Meeting  
 Seminar  Workshop  Other: \_\_\_\_\_  
 for  Myself  The RSO: \_\_\_\_\_

Event Information		
Event Name: Sixth Annual President's Interfaith and Community Service Ca		Event Date: 09/22 - 09/23
Location: Washington, D.C.	Departure Date: 09/21/2016	Return Date: 09/23/2016

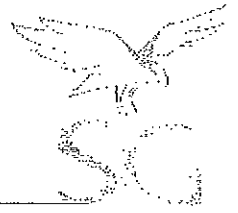
Contact Information	
Requestor's Name: Lauren Mickler	
Phone Number: (407) 3539738	Email: n00886827@unf.edu
Faculty Advisor/Sponsor's Name: Rachael McNeal	
Phone Number: (904) 620-2837	Email: rachael.mcneal@unf.edu



# Cost Breakdown

<b>Registration</b>	Number of students going on trip	A	1
	Is there a registration fee?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (move to "Lodging")	
	What is the registration fee per student?	B	
	Total registration cost	$A \times B$	C \$ 0.00
	How much of this total are you requesting?	D	
<b>Lodging</b>	Is there a lodging cost?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (move to "Transport")	
	Cost per room, per night	E	\$ 240.00
	Number of rooms	F	1
	Number of nights	G	2
	Total cost of lodging	$E \times F \times G$	H \$ 480.00
	How much of this total are you requesting?	I	\$ 240.00
<b>Transport</b>	Will you be traveling by plane, bus, train, or boat?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (move to "...Vehicle")	
	Cost per ticket	J	\$ 240.20
	Total cost of non-rental transit	$A \times J$	K \$ 240.20
<b>Personal Vehicle</b>	Will your organization drive a vehicle?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (move to "Total")	
	Do you prefer to rent, or drive your own?*	<input type="checkbox"/> Rent <input type="checkbox"/> My Own	
	Number of vehicles	L	
	Miles to travel	M	
	Total Mileage	$L \times M$	N 0.00
	Total Mileage Cost	$N \times 0.44$	O \$ 0.00
<b>Rental Vehicle</b>	Cost per rental vehicle	P	
	Total rental vehicle cost	$L \times P$	Q \$ 0.00
	Estimated Cost per Gallon	R	
	Fuel Cost (for rental vehicles only)	$(N \div 15mpg) \times R$	S \$ 0.00
	Total Rental Cost	$Q + S$	T \$ 0.00
	Total Transportation Cost	$K + T$	U \$ 240.20
	How much of this total are you requesting?	V	
<b>Total</b>	Total cost of trip	$C + H + U$	W \$ 720.20
	Requested amount	$D + I + V$	X \$ 240.00

\*A rental quote must be included, even if not renting. Contact the Business & Accounting Office to obtain a discounted quote.



## Statement of Travel Guidelines

1. Upon approval of the Senate, you must meet with the SG Accounting Associate within three (3) business days to discuss internal procedures and funding arrangements. Failure to do so will result in loss of funding. (Tip: it is recommended that you contact the Business & Accounting Office at 620-1511 the next business day and schedule an appointment.)
2. Your travel must adhere to University Travel Policies published annually by the Travel Office.
3. All travelers must sign a TA (Travel Authorization) and Liability Form no later than five (5) business days prior to trip departure date. You will be contacted by the SG Business and Accounting Office when the forms are ready for your signature.
4. Prepare an outline of the intended payment methods (i.e., who is paying for which expenses) and bring this information with you to your meeting with the Business & Accounting office.
5. Within two (2) business days of your return, original receipts must be turned into the SG Business & Accounting office. (Tip: keep a copy of your receipts in the event you are contacted with questions about your submission.)
6. University policy requires travelers to complete Travel Reimbursement (TR) forms at the conclusion of their travel, even if there is no reimbursement due. Once your TR is ready to sign, you will receive an email from the Business & Accounting office. It is important for you to make arrangements to sign the form within the time frame you are given in the email so not to jeopardize your reimbursement or to risk possible holds on your student record.

**By submitting this form, the requestor assumes responsibility for this trip and affirms that all funding allocated by the Student Senate will be used in compliance with the Student Government Finance Code (Title VIII of the Student Government Constitution and Statutes). Failure to comply with the above guidelines and those in the Student Government Finance Code will result in forfeiting all Student Government funding for the trip and possible holds on student records.**

	Name	Signature	Date
<input type="checkbox"/> RSO's President	Lauren Mickler	Redacted	1/7
<input checked="" type="checkbox"/> Individual Requestor			
Treasurer (leave blank for individual requests)		Redacted	
Faculty Advisor/Sponsor	Rachael McNeal		8/17

*If you have a disability, or require accommodations, please contact ADA or DRC at least five days before the hearing.  
 For physical barriers: ADA Compliance Office at (904)620-2870 or 711 for TDD/TTY.  
 For other accommodations: Disability Resource Center at (904)620-2769 or drc@unf.edu.*

<b>Office Use Only</b>	B&A Hearing Date	Senate Hearing Date	
	Senate Sponsor	Redacted	Date 23 Aug 16
	B&A Chair	Redacted	Date August 19, 2016
	SG Treasurer	Redacted	Date 8/18/16
	Business Manager	Redacted	Date 8/22/16



## Questionnaire

1	Will funded students be enrolled in classes during the time of the event?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2	Will funded students receive a grade or academic credit for attending the event?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
3	How many students have attended this event before?	
4	How will attending this event benefit you/your organization? Students will be able to present alongside professional staff and share practices for interfaith cooperation on college campuses with other students, staff, and faculty of other universities. They will also be given the opportunity to attend other presentations which will help personal and professional development within an interfaith context. Having this experience will give students a transformative experience and will come away with the ability to articulate who they are and how they make meaning in their lives.	
5	How will attending this event benefit the student body as a whole? The presentations that the students co-present on will assist in creating pathways to building bridges among students from different cultures, races, genders, etc. Additionally, the relationships that have been built at President's Interfaith Community Service Campus Challenge Gatherings in the past between UNF and other universities has been invaluable for building a strong reputation for UNF in the field of interfaith cooperation. This conference furthers that relationship.	
6	What other sources of funding are you receiving for this trip, and how much per source? No other source is funding this trip.	
7	How much has been fundraised for this event, and how? No funds have been raised for this trip.	
8	How much has Student Government provided for this event before?	
9	What will happen if SG partially funds this request? Students will not be able to attend.	
10	What will happen if SG does not fund this request? Students will not be able to attend.	
11	If you're requesting for an RSO, how long has your organization been active at UNF?	



Book online or call  
866-678-6350

### 800 Florida Ave NE, Washington, DC 20002, USA

Wed 21 - Fri 23 September 2016, 2 nights, 1 room, 2 adults

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Filter results (648 hotels)

Nightly Price Any	Star rating Any	Guest rating Any	Amenities Any	Neighborhood Any	Landmarks Any
All filters					Sort by
					Distance to city center <input checked="" type="checkbox"/>

#### Kellogg Conference Hotel at Gallaudet University (Booked 1 hour ago)

Special Deal

800 Florida Avenue NE, Washington, DC, 20002-3695 United States, 866-573-4235



Washington

0.1 miles to 800 Florida Ave NE, Washington, DC 20002, USA

4.7 miles to Ronald Reagan National Airport (DCA)

Collect nights

Excellent 4.0 / 5 796 reviews

237 reviews

~~\$299~~ **\$218**

nightly price

free cancellation

pay now or at hotel

[Choose Room](#)

Get \$25 off your sports, concert, and theater tickets at ScoreBig.com when you book this hotel

[View more](#)

#### Hampton Inn Washington DC NoMa Union Station

Great Rate

501 New York Ave NE, Washington, DC, 20002 United States, 866-925-8676



Washington

0.3 miles to 800 Florida Ave NE, Washington, DC 20002, USA

4.9 miles to Ronald Reagan National Airport (DCA)

Collect nights

109 reviews

~~\$269~~ **\$229**

nightly price

[Choose Room](#)

Get up to 50% off of D.C. Sightseeing Tour Packages when you book this Hotel.

[View more](#)



**Courtyard Washington, DC/U.S. Capitol**

1325 2nd Street NE, Washington, DC, 20002 United States, 866-767-0278



Capitol Hill

0.5 miles to 800 Florida Ave NE, Washington, DC 20002, USA

4.6 miles to Ronald Reagan National Airport (DCA)

Collect nights

**Excellent 4.0 / 5** 236 reviews

545 reviews

**\$369**

nightly price

[Choose Room](#)

Get up to 50% off of D.C. Sightseeing Tour Packages when you book this Hotel.

[View more](#)

**Hilton Garden Inn Washington DC/US Capitol** (Booked 1 hour ago)

1225 First St NE, Washington, DC, 20002 United States, 866-925-4159



Capitol Hill

0.7 miles to 800 Florida Ave NE, Washington, DC 20002, USA

4.4 miles to Ronald Reagan National Airport (DCA)

Collect nights

**Excellent 4.2 / 5** 623 reviews

1,055 reviews

**\$329**

nightly price

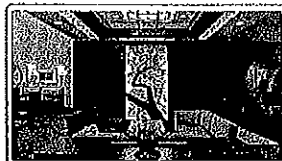
free cancellation  
pay now or at hotel

[Choose Room](#)

**Hyatt Place Washington DC/US Capitol**

(Booked 1 hour ago)

33 New York Avenue NE, Washington, DC, 20002 United States, 866-538-0251



Capitol Hill

0.8 miles to 800 Florida Ave NE, Washington, DC 20002, USA

4.4 miles to Ronald Reagan National Airport (DCA)

Collect nights

**Excellent 4.3 / 5** 1,089 reviews

602 reviews

**\$409**

nightly price

free cancellation  
pay now or at hotel

[Choose Room](#)

**Phoenix Park  
Hotel**

520 N Capitol St NW, Washington, DC, 20001 United States, 866-538-1314



Capitol  
Hill

1.1 miles to 800 Florida Ave NE, Washington, DC  
20002, USA  
3.8 miles to Ronald Reagan National Airport (DCA)

Collect nights

**Excellent 4.1 / 5** 614 reviews  
1,325  
reviews

**\$359**

nightly price

free cancellation.  
pay now or at hotel

1 left

Choose Room

Get \$25 off your sports, concert, and theater tickets at ScoreBig.com when you book this hotel

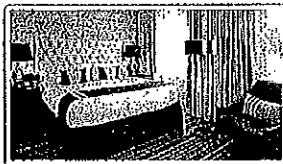
View more

**The George, a Kimpton  
Hotel**

(Last booked 1 hour ago)

Loved by guests

15 E St NW, Washington, DC, 20001 United States, 866-538-6252



Capitol  
Hill

1.2 miles to 800 Florida Ave NE, Washington, DC  
20002, USA  
3.7 miles to Ronald Reagan National Airport (DCA)

Collect nights

**Excellent 4.5 / 5** 446 reviews  
1,951  
reviews

**\$439**

nightly price

Choose Room

**Mt Vernon Square Bed and Breakfast**

Loved by guests

**\$210**

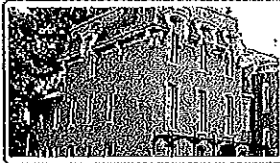
nightly price

free cancellation

1 left

Choose Room

400 M Street NW, Washington, DC, 20001 United States, 866-538-9298



Downtown Washington  
D.C.

1.2 miles to 800 Florida Ave NE, Washington, DC  
20002, USA

4.1 miles to Ronald Reagan National Airport (DCA)

Collect nights

Outstanding 4.7 / 5 159 reviews

184  
reviews

**Holiday Inn Express Washington DC  
Northeast**

(Booked 1 hour ago)

**\$254**

nightly price

Choose Room

1917 Bladensburg Rd Ne, Washington, DC, 20002 United States, 866-539-5087



Washington

1.3 miles to 800 Florida Ave NE, Washington, DC  
20002, USA

5.9 miles to Ronald Reagan National Airport (DCA)

Collect nights

Good 3.9 / 5 175 reviews

273  
reviews


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## Confirm Flight Details

### Departing Flight Information - Wednesday, September 21, 2016

 Operated by PSA Airlines as American Eagle Flight 6559 1h 51m, 635 mi	<b>From</b> Jacksonville Intl Airport (JAX) Jacksonville, FL Departs: 02:33 PM	<b>To</b> Ronald Reagan Washington National Airport (DCA) Washington, DC Arrives: 04:24 PM	<b>Aircraft</b> Canadair Regional Jet 700 (Jet) Economy Class
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### Returning Flight Information - Friday, September 23, 2016

 Flight 1706 1h 33m, 331 mi	<b>From</b> Ronald Reagan Washington National Airport (DCA) Washington, DC Departs: 08:04 PM	<b>To</b> Charlotte Douglas Intl Airport (CLT) Charlotte, NC Arrives: 09:37 PM	<b>Aircraft</b> Airbus A319 (Jet) Economy Class
 Flight 2035 1h 19m, 329 mi	<b>From</b> Charlotte Douglas Intl Airport (CLT) Charlotte, NC Departs: 10:39 PM	<b>To</b> Jacksonville Intl Airport (JAX) Jacksonville, FL Arrives: 11:58 PM	<b>Aircraft</b> Airbus A320 (Jet) Economy Class

## Price Summary

Price included taxes and fees. Prices are not guaranteed until purchase is complete. Baggage Fees are not included in your trip cost.

**Total Cost: \$240.20**

Cost Per Person: \$240.20

All prices are in US dollars

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## Sixth Annual President's Interfaith and Community Service Campus Challenge National Gathering

### Summary

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The Gathering offers an opportunity for students, staff, and administrators to share experiences, learn from experts, and meet administration officials who share a commitment to community service with an interfaith engagement component. The event is designed to be helpful to institutions of higher education that are just beginning programs in interfaith/community service and those with long traditions in this work. An important part of the program is celebrating all the work that is happening on campuses across the country to provide students with opportunities to develop lifelong skills in interfaith cooperation and community service. Participants will have opportunities to tell stories about what is happening on their campus, learn about best practices, and celebrate ongoing work so that they will return to their campus inspired to take the President's Interfaith and Community Service Campus Challenge to the next level. Again this year there will be participants from around the world who work with students at colleges, universities, and seminaries. Their participation adds a global dimension to the discussion of interfaith service.

### Details

---

#### When:

Thursday, September 22, 2016  
12:00am - 6:30pm

Friday, September 23, 2016  
8:30 - 3:00pm

#### Where:

Gallaudet University  
Elstad Auditorium  
800 Florida Ave, NE  
Washington, DC 20002

**Please note: Registration is limited to no more than 5 attendees from an institution of higher education. This invitation is specific to the addressee only. Please use this link to forward to other possible attendees.**

#### Location

---

Planner  
[U.S. Department of Education](#)

#### Hotel Information

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A block of rooms have been reserved at the Courtyard Marriott Washington, DC/U.S. Capitol. This block is at the government per diem rate of \$222.00 + tax each night. You are responsible for your own hotel room and incidentals. Please use the information below to make your reservations. This rate is available one day prior to the conference and one day after the conference depending upon availability. There are also a number of hotels that are easily accessible by metro. You may find less expensive hotels in the DC/VA region on the Yellow, Blue, or Orange Metro lines. If you'd like to explore those options, check out hotels in Rosslyn, VA; Crystal City, VA; Courthouse, VA; or Old Town Alexandria, VA.

Here is the booking link for the:

[Book your group rate for 6th Annual President's Interfaith Based and Community Service Room Block](#)

**BOOKING DEADLINE IS AUGUST 17, 2016!**

If guests prefer to call in the reservation, here are the details:

The Courtyard Marriott, Washington, DC, 1325 2nd Street, NW, Washington, DC 20002  
Phone number: [1-800-321-2211](tel:1-800-321-2211)

**Lauren Mickler Travel Request**

**From the Desk of the Budget and Allocations Chair**

Total Amount of Trip	
Registration	
Cost Per Student	\$ -
Number of Students	1.00
Total Registration	<u>\$ -</u>

Lodging	
Number of Students	1.00
Number of Rooms	1.00
Number of nights	2.00
Cost per room per night	\$ 240.00
Total Lodging	<u>\$ 480.00</u>

Transportation Personal Vehicle	
Number of Vehicles	
Miles to Travel	
Total Mileage Cost	<u>\$ -</u>

Vehicle Rental	
Number of Vehicles	
Cost per vehicle	
Rental Subtotal	<u>\$ -</u>

Fuel	
Number of Vehicles	
Miles per vehicle	
Fuel Efficiency (mpg)	15.00
Cost per gallon	
Fuel Subtotal	<u>\$ -</u>

Airfare	
Cost per ticket	\$ 240.00
Number of Students	1.00
Airfare Subtotal	<u>\$ 240.00</u>
Transportation Total	<u>\$ 240.00</u>

**Total Cost of Trip** \$ 720.00

Total Amount of Request	
Registration	
Cost Per Student	
Number of Students	1.00
Total Registration	<u>\$ -</u>

Lodging	
Number of Students	1.00
Number of Rooms	1.00
Number of nights	2.00
Cost per room per night	\$ 120.00
Total Lodging	<u>\$ 240.00</u>

Transportation Personal Vehicle	
Number of Vehicles	
Miles to Travel	
Total Mileage Cost	<u>\$ -</u>

Vehicle Rental	
Number of Vehicles	
Cost per vehicle	
Rental Subtotal	<u>\$ -</u>

Fuel	
Number of Vehicles	
Miles per vehicle	
Fuel Efficiency (mpg)	15.00
Cost per gallon	
Fuel Subtotal	<u>\$ -</u>

Airfare	
Cost per ticket	\$ 240.00
Number of Students	1.00
Airfare Subtotal	<u>\$ 240.00</u>
Transportation Total	<u>\$ 240.00</u>

**Total Cost of Request** \$ 480.00