

IRA Travel Activity Budget

Spring 2020



INSTRUCTIONALLY
RELATED
ACTIVITIES
CHANNEL

Proposal/Activity Title:

Chicana/Latina Student Retreat to the Santa Rosa Islands

Number of Students Participating: 35

Number of Faculty: 5

I.	Student traveling expenses:	Cost/ea	# Requested	Total	Comments/Additional Notes
	Airfare			\$0.00	
	Airfare - AMEX charge	\$10.00	31	\$310.00	(\$10/ticket automatically added when using CSU Travel Store)
	Ground Transportation			\$0.00	
	Boat Transportation	\$104.00	31	\$3,224.00	boat trips to the Channel Islands via Island Packers; rates for CI = \$104/person for Santa Rosa Island (SRI)
	Lodging	\$45.00	31	\$1,395.00	\$15 per person per day fee x 3 days
	Registration Fees			\$0.00	
	Entrance Fees			\$0.00	
	Meals (included)	\$60.00	31	\$1,860.00	traveling to SRI, \$20 per person/per day fee x 3 days
	Cultural Activities			\$0.00	
	Vehicle/Van Rental			\$0.00	
	Other:			\$0.00	
	STUDENT TRAVEL TOTALS	\$219.00		\$6,789.00	
II.	Traveling Expenses:	Cost/ea	# Requested	Total	Comments/Additional Notes
	Airfare			\$0.00	
	Airfare - AMEX charge	\$10.00	5	\$50.00	(\$10/ticket automatically added when using CSU Travel Store)
	Ground Transportation			\$0.00	
	Boat Transportation	\$104.00	5	\$520.00	boat trips to the Channel Islands via Island Packers; rates for CI = \$104/person for Santa Rosa Island (SRI)
	Lodging	\$45.00	5	\$225.00	\$15 per person per day fee x 3 days
	Registration Fees			\$0.00	
	Entrance Fees			\$0.00	
	Meals (included)	\$60.00	5	\$300.00	
	Cultural Activities			\$0.00	
	Other:			\$0.00	
	FACULTY TRAVEL TOTALS	\$219.00		\$1,095.00	
III.	ng Expense Budget	Cost/ea	# Requested	Total	Comments/Additional Notes
	Supplies			\$1,000.00	design, production, and printing of poster and brochures inclusive of student reflections about retreat and for public presentation by students
	CI Facilities Chargebacks	\$700.00		\$700.00	charges for large campus rooms: 1) Grand Salon \$395/day; 2) Petit Salon \$265/day; 3) Malibu #100 \$265/day)
	Other:			\$0.00	
	OPERATING EXP. TOTALS	\$700.00		\$1,700.00	

IV.	Out of Pocket Student Expenses	Cost/ea	# Requested	Total	Comments/Additional Notes
	Health Insurance			\$0.00	RELATED ACTIVITIES
	Tuition/Registration			\$0.00	Calif State University CHANNEL ISLANDS
	Travel Insurance			\$0.00	
	Out of Pocket Meals			\$0.00	
	Other:			\$0.00	
	STUDENT EXP. TOTALS	\$0.00		\$0.00	
V. Please note that Line "B" below is for UNIV 391 and 392 trips ONLY; IRA funds 2/3rds of these, course/lab fees funds the other 1/3rd.					
A	Total Fundable Student Traveling Expenses			\$6,789.00	
B	UNIV 391/392: Max IRA funding is 2/3rd of total			\$4,548.63	
C	Total Faculty Travel Expenses			\$1,095.00	If funded at 100%
D	Operating Expenses			\$1,700.00	if funded at 100%
	TOTAL TRIP COST for Non-UNIV 391/392 (total of A,C,D)			\$9,584.00	
	UNIV 391/392 TOTAL IRA FUND REQUEST (total of B,C,D)			\$7,343.63	
	UNIV 391/392: 1/3 of costs payable by students via lab fee			\$2,240.37	
	If course fee is setup differently, list here				