

STUDENT GOVERNMENT BUDGET COMMITTEE  
SEMESTER ALLOCATION REQUEST FORM

Organization requesting funds: Penn State Berks Aviation Society

Contact person name: Grace Karaki

PSU Email: gk71@psu.edu Phone: 717-968-6813

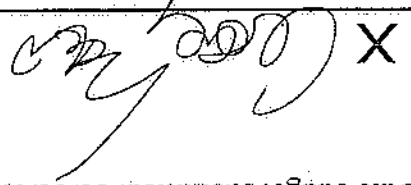
Club Advisor name: Dale Litwiler

PSU Email: dh110@psu.edu Phone: 610-396-6128

requested 1/18/12  
date 1/18/12

Date budget submitted: 11/11/19

Club President Signed Name

X 

STEPS FOR BUDGET REQUEST

1. On the next page, copy and paste a table for each program your club is hosting or attending. An itemization table for each of the items needed is under the program table. Please add additional rows to the item table for events requiring multiple items. Note\*\* gas is calculated at 55 cents per mile.
2. Explain the nature of the program/activity? How will students and/or the campus as a whole benefit by the funding of this proposal? How will the program/activity be advertised to all students? Who is the targeted audience? Please be as specific as possible.
3. Provide an invoice whenever possible in order to justify costs. For example, if your club needs a bus, provide an invoice from the bus company to support the request.

STUDENT GOVERNMENT BUDGET COMMITTEE  
SEMESTER ALLOCATION REQUEST FORM

Please add more tables or rows as needed.

Program Name:	Food Event (1 of 6)	Program Location:	Gaige 308	Anticipated Number Of Attendees:	15	Total Funds Requested For Program:	38.97	Is This Program Open To The Campus?	Yes	Amount Of Funding From Other Sources:	None	Program Description:	Food at club meeting so members do not have to skip lunch during Common Hour. We as the executive board also feel that offering food at the meetings increases retention rate of members; our club meets twice a month.
Item Name	Cheese Pizza	Unit Price	12.99	Quantity	3	Item Total	38.97	Tullys	Location	Please list the materials, prices, and item location for the requested event amount below:			

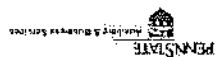
Item Name	Cheese Pizza	Unit Price	12.99	Quantity	3	Item Total	38.97	Tullys	Location	Please list the materials, prices, and item location for the requested event amount below:			
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Program Name:	Food Event (2 of 6)	Program Location:	Gaige 308	Anticipated Number Of Attendees:	15	Total Funds Requested For Program:	38.97	Is This Program Open To The Campus?	Yes	Amount Of Funding From Other Sources:	None	Program Description:	Food at club meeting so members do not have to skip lunch during Common Hour. We as the executive board also feel that offering food at the meetings increases retention rate of members; our club meets twice a month.
Item Name	Cheese Pizza	Unit Price	12.99	Quantity	3	Item Total	38.97	Tullys	Location	Please list the materials, prices, and item location for the requested event amount below:			

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Program Name:	Food Event (3 of 6)	Program Location:	Gaige 308	Anticipated Number Of Attendees:	15	Total Funds Requested For Program:	38.97	Is This Program Open To The Campus?	Yes	Amount Of Funding From Other Sources:	None	Program Description:	Food at club meeting so members do not have to skip lunch during Common Hour. We as the executive board also feel that offering food at the meetings increases retention rate of members; our club meets twice a month.
Item Name	Cheese Pizza	Unit Price	12.99	Quantity	3	Item Total	38.97	Tullys	Location	Please list the materials, prices, and item location for the requested event amount below:			

STUDENT GOVERNMENT BUDGET COMMITTEE  
SEMESTER ALLOCATION REQUEST FORM



Sales Order Confirmation

**Customer Information**

Reservation ID: 34980  
 Bill To: GRACE KARAKI  
 Customer: GRACE KARAKI  
 Contact Person: GRACE KARAKI  
 Email Address: GKK71@PSU.EDU  
 Address:  
 Phone #:

Budget	Sub-Bdgt	Object	Sub-Obj	Fund	Ref	Proj	Amount
0109054 BK	0332		10010				0.00

**Event Information**

Event Title: AVIATION SOCIETY  
 Event Type: Pick-up  
 Sold By: Berks  
 Submitted By: JAMIE MCCALLICHER  
 Email Address: jers077@psu.edu  
 Customer Ref#: Location:  
 Day: Monday  
 Pickup Time: 12:15 PM  
 Event Date: 11/18/2019  
 Order Status: Pending  
 Event Type: Pick-up  
 Event Title: AVIATION SOCIETY  
 Payment Type: Direct Bill  
 Est. Guest Count: 15

**Menu Items**

Description	Qty	Unit	Unit Price	Amount
CHEESE PIZZAS	3.00	ea	\$12.99	\$38.97
MITCHERS OF WATER	3.00	ea	\$0.30	\$0.90

Food Price per Person \$2.66 Total Food Price \$39.87  
 Service Charge \$0.00  
 Misc. Cost (\$5.98)  
 Invoice Total \$33.89

Special Instructions:  
 HFS CONTRIBUTION: \$5.98

STUDENT GOVERNMENT BUDGET COMMITTEE  
SEMESTER ALLOCATION REQUEST FORM

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Program Name:	Food Event (4 of 6)				
Program Location:	Gaige 308				
Anticipated Number Of Attendees:	15				
Total Funds Requested For Program:	38.97	38.97			
Is This Program Open To The Campus?	Yes				
Amount Of Funding From Other Sources:	None				
Program Description: Food at club meeting so members do not have to skip lunch during Common Hour. We as the executive board also feel that offering food at the meetings increases retention rate of members; our club meets twice a month.					
Please list the materials, prices, and item location for the requested event amount below:					
Item Name	Unit Price	Quantity	Item Total	Location	
Cheese Pizza	12.99	3	38.97	Tullys	

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Program Name:	Food Event (5 of 6)				
Program Location:	Gaige 308				
Anticipated Number Of Attendees:	15				
Total Funds Requested For Program:	38.97	38.97			
Is This Program Open To The Campus?	Yes				
Amount Of Funding From Other Sources:	None				
Program Description: Food at club meeting so members do not have to skip lunch during Common Hour. We as the executive board also feel that offering food at the meetings increases retention rate of members; our club meets twice a month.					
Please list the materials, prices, and item location for the requested event amount below:					
Item Name	Unit Price	Quantity	Item Total	Location	
Cheese Pizza	12.99	3	38.97	Tullys	

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Program Name:	Food Event (6 of 6)				
Program Location:	Gaige 308				
Anticipated Number Of Attendees:	15				
Total Funds Requested For Program:	38.97	38.97			
Is This Program Open To The Campus?	Yes				
Amount Of Funding From Other Sources:	None				
Program Description: Food at club meeting so members do not have to skip lunch during Common Hour. We as the executive board also feel that offering food at the meetings increases retention rate of members; our club meets twice a month.					
Please list the materials, prices, and item location for the requested event amount below:					
Item Name	Unit Price	Quantity	Item Total	Location	
Cheese Pizza	12.99	3	38.97	Tullys	

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STUDENT GOVERNMENT BUDGET COMMITTEE  
SEMESTER ALLOCATION REQUEST FORM

One hour of instructor time	50	1	50	Reading Air Charter, LLC
of Flight				

Reading Air Charter, LLC  
119C Air Museum Dr  
Reading PA 19605

Invoice #		Date	
18451		10/8/2019	



Bill To  
Cuva, Angela M.  
Penn State Berks Aviation Society  
Penn State Berks  
P. O. Box 7009, Tiptonstown Rd  
Reading, PA 19610-6009

P.O. No.	Terms	Project

Item	Qty	Description	Rate	Amount
An Instr Stand-Ra	1	An Instr Stand-Rachel Williams 10-5-19 9176 Penn State	50.00	50.00
Retail Arrow 1012	1	Arrow 1012X - Retail 10-5-19 9176 Penn State	150.00	150.00
		SALES TAX 9176 Penn State	6.00%	9.00
Total				\$209.00

**STUDENT GOVERNMENT BUDGET COMMITTEE  
SEMESTER ALLOCATION REQUEST FORM**

Program Name:	Air Tour #1	Program Description: This event is designed to take the members of the club in a small airplane with a flight instructor as the pilot up to 3000 feet above the ground and take a tour of Berks county and the surround areas.
Program Location:	Reading Air School of Flight	
Anticipated Number Of Attendees:	6	
Total Funds Requested For Program:	200	
Is This Program Open To The Campus?	Yes	
Amount Of Funding From Other Sources:	None	

Please list the materials, prices, and item location for the requested event amount below:

Item Name	Unit Price	Quantity	Item Total	Location
One hour of flight time	150	1	150	Reading Air School of Flight
One hour of instructor time	50	1	50	Reading Air School of Flight

Program Name:	Air Tour #2	Program Description: This event is designed to take the members of the club in a small airplane with a flight instructor as the pilot up to 3000 feet above the ground and take a tour of Berks county and the surround areas.
Program Location:	Reading Air School of Flight	
Anticipated Number Of Attendees:	6	
Total Funds Requested For Program:	200	
Is This Program Open To The Campus?	Yes	
Amount Of Funding From Other Sources:	None	

Please list the materials, prices, and item location for the requested event amount below:

Item Name	Unit Price	Quantity	Item Total	Location
One hour of flight time	150	1	150	Reading Air School of Flight
One hour of instructor time	50	1	50	Reading Air School of Flight

Program Name:	Air Tour #3	Program Description: This event is designed to take the members of the club in a small airplane with a flight instructor as the pilot up to 3000 feet above the ground and take a tour of Berks county and the surround areas.
Program Location:	Reading Air School of Flight	
Anticipated Number Of Attendees:	6	
Total Funds Requested For Program:	200	
Is This Program Open To The Campus?	Yes	
Amount Of Funding From Other Sources:	None	

Please list the materials, prices, and item location for the requested event amount below:

Item Name	Unit Price	Quantity	Item Total	Location
One hour of flight time	150	1	150	Reading Air School of Flight

STUDENT GOVERNMENT BUDGET COMMITTEE  
SEMESTER ALLOCATION REQUEST FORM

Account: 0918277  
DOB: 10/11/90  
Rm#218  
Address: 228 W  
Arlington, VA 22204  
Dues: \$20

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CONFORT INN  
211 North Chase Road  
Arlington, VA 22204  
(703) 247-3399  
GM V4417@d-e-h-h.com

CONFORT INN  
LINDSEY, PA 19010

Account: 0918277  
DOB: 10/11/90  
Rm#218  
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Arlington, VA 22204  
Dues: \$20

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STUDENT GOVERNMENT BUDGET COMMITTEE SEMESTER ALLOCATION REQUEST FORM

<b>Program Name:</b>	Trip to Washington DC
<b>Program Location:</b>	Smithsonian Air and Space Museums
<b>Anticipated Number Of Attendees:</b>	10
<b>Total Funds Requested For Program:</b>	650.44 <i>750.44</i>
<b>Is This Program Open To The Campus?</b>	Yes
<b>Amount Of Funding From Other Sources:</b>	None
<b>Program Description:</b>	is to take club members to DC to tour the Smithsonian Air and Space museums. This provides countless unique opportunities to view aviation related items, such as old and retired aircraft.

Please list the materials, prices, and item location for the requested event amount below:

Item Name	Unit Price	Quantity	Item Total	Location
Hotel Room	168.94	2 rooms for 2 nights	337.88	Comfort Inn Ballston
Hotel Room	156.28	2 rooms for 2 nights	312.56	Comfort Inn Arlington



Comfort Inn Arlington (VA417)

Account: 679162791  
 Date: 11/1/19  
 Room: 225  
 Arrival Date: 11/1/19  
 Departure Date: 11/3/19  
 Check In Time: 11/1/19 8:00 PM  
 Check Out Time: 11/3/19 10:10 AM  
 Rewards Program ID:  
 You were checked out by: KCORDR  
 You were checked in by: Inajd  
 Total Balance Due: 0.00

COCOS, NOAA  
 UNKNOWN  
 UNKNOWN, PA 19610

Post Date	Description	Comment	Amount
11/1/19	Room Charge	#225 COCOS, NOAA	89.00
11/1/19	State Tax		4.14
11/1/19	Occupancy Tax		5.00
11/2/19	Room Charge	#225 COCOS, NOAA	89.00
11/2/19	State Tax		4.14
11/2/19	Occupancy Tax		5.00
11/2/19	Room Charge	XXXXXXXXXXXXXXX1003	156.28
11/2/19	State Tax		5.00
11/2/19	Occupancy Tax		5.00
11/2/19	American Express		156.28

**Fee Summary 11/1/19 - 11/3/19**

Room Charge	138.00
State Tax	8.28
Occupancy Tax	10.00
American Express	(156.28)
<b>Balance Due:</b>	<b>0.00</b>

This card is not eligible for purchase rewards.  
 If the payment is by credit card, I agree to pay the above total charge amount according to the card issuer's agreement. Should the payment be with check, card then hotel is not responsible for the fees or overdraft fees of bounced checks.

**CHARGE**  
 privileges