**Calculation Templates for SOFA Requests**

Template Table for an Operating Request

|  |  |
| --- | --- |
| Summation of A. Office Supplies   | $0.00   |
| Summation of B. Postage   | $0.00   |
| Summation of C. Telephone   | $0.00   |
| Summation of D. Advertising and Printing   | $0.00   |
| Summation of E. Other Expenses   | $0.00  |
| Amount Fundable = Total \*.75   | **$0.00**  |

Template Table for a Programming Request

|  |  |
| --- | --- |
| Summation of A. Advertising Costs   | $0.00   |
| Summation of B. Performers’ Expenses   | $0.00  |
| Summation of C. Other Expenses   | $0.00   |
| Total of A, B, C  | $0.00  |
| Food Expenses (Total of A, B, C \* 20%)  | $0.00   |
| Total of A, B, C \* 75%  | $0.00   |
| Amount Fundable = Food Expenses + Total of 75% of A, B, C   | **$0.00**  |

Template for a Travel Request

|  |  |  |
| --- | --- | --- |
| Round Trip Mileage  |   | miles  |
|   |   |   |   |
| Number of Students Traveling  |   |   |
| Funding Tier Amount (Below)  | x  | $  |
| Amount to be Funded  |   | $  |
|   |   |   |   |
| Amount Funded by SOFA  |   | $  |

Template for Virtual Attendance/Travel attendance

|  |  |
| --- | --- |
| Number of students attending the event  |   |
| Cost per student  |   |
| Total  |   |
| Amount Fundable = Total \*.75  |   |

Template for Equipment Request

|  |  |
| --- | --- |
| Date of SOFA Request  |   |
| Total  |   |
| Amount Fundable = Total \* .75  |   |

Travel Request funding tier

|  |  |  |
| --- | --- | --- |
| Mileage   | Car Travel   | Air Travel   |
| 50 - 200    | $10 per person   | $15 per person   |
| 201 - 500   | $30 per person   | $35 per person   |
| 501 - 1000   | $40 per person   | $60 per person   |
| 1001 - 1500   | $60 per person   | $80 per person   |
| 1501 - 2000   | $80 per person   | $100 per person   |
| 2001 - 2500   | $100 per person   | $200 per person   |
| 2501 - 3000   | $120 per person   | $220 per person   |
| 3001 - 3500   | $140 per person   | $240 per person   |
| 3501 - 4000   | $150 per person   | $250 per person   |
| > 4000   | $200 per person   | $300 per person   |