**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 |