**2017-2018 Suggested Financial Allocation Request Rubric**

Juniata College Student Government Allocation Board

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| **Item** | **Max. Funding** |
| Food - Club Meetings | $1.00 per person;  $50.00 max |
| Van Rentals/Charter Buses | $25.00 per person;  $1,000.00 max |
| Mileage Reimbursement | $0.535 per mile;  750 miles max |
| Airfare | A quarter of expenses |
| Hotels - Outside of Huntingdon | $100.00 per room per night |
| Hotels - Huntingdon | $80.00 per room per night |
| Conference Fees | 50.5% per person |
| Membership Costs | $500 max |

**Student Government will not fund the following:**

1. Office supplies – available for all RSOs in the Student Engagement and Campus Activities office.
2. Food at more than two club meetings per year (item one in rubric).
3. Money to purchase shirts for a t-shirt sale.
4. Money to donate directly to another organization.
5. Free items or other giveaways.
6. Alcoholic beverages.