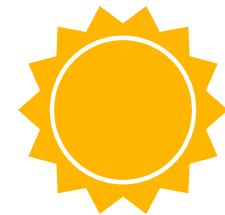




Student Appropriations Committee (SAC)

Training for the Spring 2020 Grant Process



Hello!

We are the Student
Appropriations Committee (SAC).

We're here to allocate student segregated fee funding through shared governance in accordance with state and federal policies and procedures.



What is SAC?

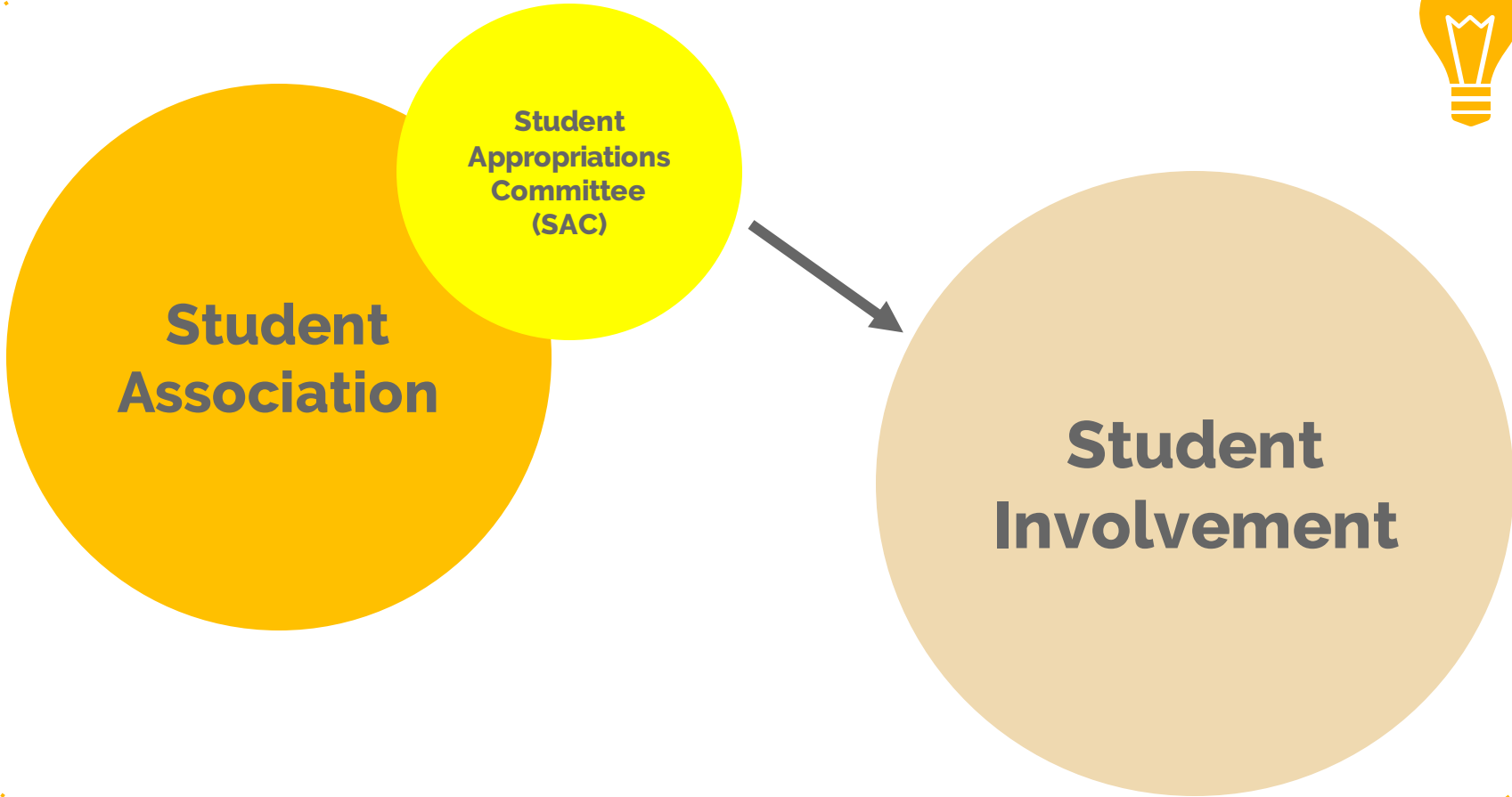
- Every semester, students pay **segregated fees** that fund different things on campus (the Union, Resource Centers, Green Fund, etc.) including SAC
- This means that the SAC budget is dependent on a variety of factors, most notably **how many students enroll** and how much funding RSOs use from the prior semester
- SAC is the committee, composed of Student Association representatives and RSO members, responsible for allocating funds to RSO's **fairly** & in accordance with **policy**

SAC is the one place where students have a direct say in how their segregated fees are spent!



Where is SAC at?

- SAC has less money to allocate this semester – why?
 - Decreased enrollment
 - Smaller reserves
 - Increased demand
 - You spent most of your grant money last semester!
Yay! Cool things are happening on campus!
- Because of this budget crunch, SAC is meeting to determine creative steps forward. This means that caps, deadlines, and grant amounts are subject to change.
Wanna be part of this? Join SAC!
- SAC will keep you in the loop via email, so keep a close eye on yours!!!



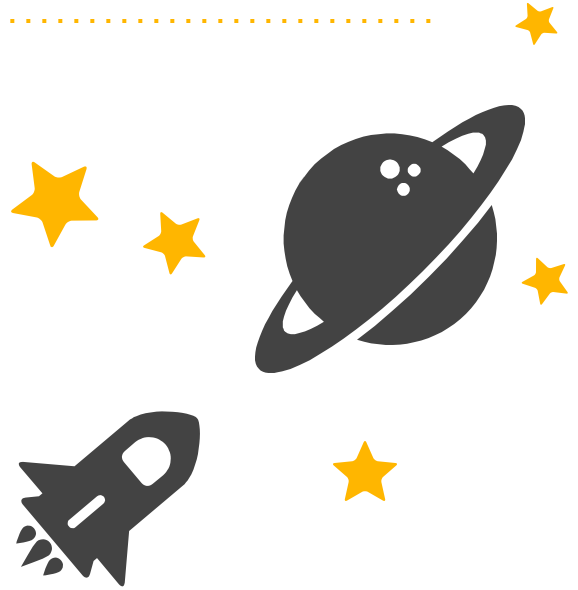
**Student
Association**

**Student
Appropriations
Committee
(SAC)**

**Student
Involvement**

SAC funds are state money.

This means that there are a lot of policies, rules, and procedures that the committee (& RSOs!) have to follow throughout the grant process.





Guiding policies

Federal

Viewpoint Neutrality as determined in Board of Regents, University of Wisconsin System v. Southworth shapes what information can and cannot be considered in financial decisionmaking.

State

UW System Administrative Policy 820 defines what student segregated fee funding can and cannot be used for within UW System campuses.

UWM

SAC Bylaws and precedence guide the committee on how to fairly allocate money and ensures a consistent process from semester to semester.



What does this mean for **you**?

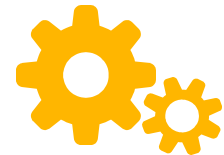
It's really important to follow the policies laid out in this training and use proper websites and justification so we can make sure everything is in accordance at all levels!



1

Grants 101

Let's get this bread.



Our process is straightforward



first

Attend Grant Training

Look at you, you overachiever. You've already crossed one thing off the list!



second

Request Justifications

We'll go over how to do this in a few minutes. You need verifiable, non-editable third-party justification for EVERYTHING.



third

Submit Your Application

Use Engage to tell us about your grant. Ensure that all justification is attached and accessible, and be sure you actually click Submit!



last

Go To Your Hearing

Plan to have at least 2 people from your RSO attend your hearing. This is important for the committee to ask your RSO questions.



General Rules

Registration

Your RSO must be registered through student involvement.

Training

At least one OFFICER of your RSO must attend grant training & sign in.

of Requests

You can only submit up to FOUR grants total (5 if you're requesting a KickStart grant).*

*This is subject to change.

Mission

All requests must align with the mission of your RSO.

Attendance

Show up to your grant hearing. If you do not, you will be automatically denied. If something comes up, email sa-sac@uwm.edu 24 hours or more in advance.

Disclaimer

SAC Funding cannot be used for academic, personal, political, or commercial gain.



Types of Grants

RSO's can request up to four grants each semester* (unless you are a new or re-forming org, in which case you can request 5 including a KickStart grant). There are four types of grants that RSO's can request from SAC...

- Events (up to 4)
- Operations (only 1)
- Travel (only 1)
- Kick Start (only 1)

*Amount of grants is subject to change.



Event Grants

Limit: Up to 4 per semester

Overall Cap: \$4,000*

- Marketing: \$300
- Honorarium: \$3,000*
 - Housing: \$120/day
 - Flight: \$300 round trip
 - Ground transportation: \$40/day, up to two days

Justifications to include...

- Quote from event services, including room set-up, A/V, etc.
- Quote from marketing for promotional materials
- Quote from honorarium with their rate listed, & a past quote with rate listed if over \$1,000
- Screenshot of flight cost or car rental prices
- Screenshot of uw.foxworldtravel.com hotel rate for Wisconsin

Honorariums over \$1,000 **MUST** include a past quote from the performer with their rate listed.

*Caps are subject to change

Operations Grants



Limit: 1 per semester

Overall Cap: \$3,500*

- Marketing: \$300
- Office Supplies: \$125

Justifications to include...

- Quote from marketing for general promotional materials
- Screenshot of an online shopping cart that includes all items you want to purchase up to \$3,500 (make sure all items are shown with individual prices!)

*Caps are subject to change



Travel Grants

Limit: 1 per semester

Overall Cap: None*

- Max # of people: 4
- Lodging: State rate up to 5 nights for 2 rooms
- Ground Travel: \$325 overall
- Flights: \$300 round trip per person
- Registration: \$150 per person

Justifications to include...

- Screenshot of registration cost
 - If the cost is not yet listed, you can use a screenshot of last year's registration cost as justification
- Screenshot of flight cost (any flight website will work) or car rental prices (Enterprise)
 - Use fueleconomy.gov to calculate gas costs
- Screenshot of uw.foxworldtravel.com hotel rate for the city you are traveling to
 - DO NOT use the conference hotel – you MUST use this website!

*****Be sure to use the sources for justification listed above or your grant will not be able to be funded!*****

*Caps are subject to change



Kick Start Grants

Limit: 1 per semester (operations, event, or travel) for newly formed or recognized RSOs ONLY

Overall Cap: \$1,500*

- Caps from the relevant grant type still apply (for example, \$300 for marketing)

Consider requesting for...

- Event: Small event to raise awareness on campus
- Operations: General marketing to assist with recruitment
- Travel: Funding for a local conference

These grants can be submitted after the deadline and are open until the last grant hearing date. Funds will be made available following the subsequent student senate meeting.

*Caps are subject to change



SAC cannot fund...

- Food
- Decorations
- Prizes
- Helium tanks
- Honorarium with a conflict of interest
- Gifts for UWM faculty or staff
- AirBnB
- Individual membership dues
- Improvement of spaces (ie. Furniture, cleaning products, appliances)
- Personal items (t-shirts, business cards, uniforms)
- Anything that has a free alternative on campus
- Off-campus facilities (unless the group has confirmed with Student Involvement that there are no adequate on-campus spaces for an event)
- Old quotes from performers, Event Services, Marketing, etc. The only exception is for Travel Grants, in which you can use last year's conference price as registration justification

2

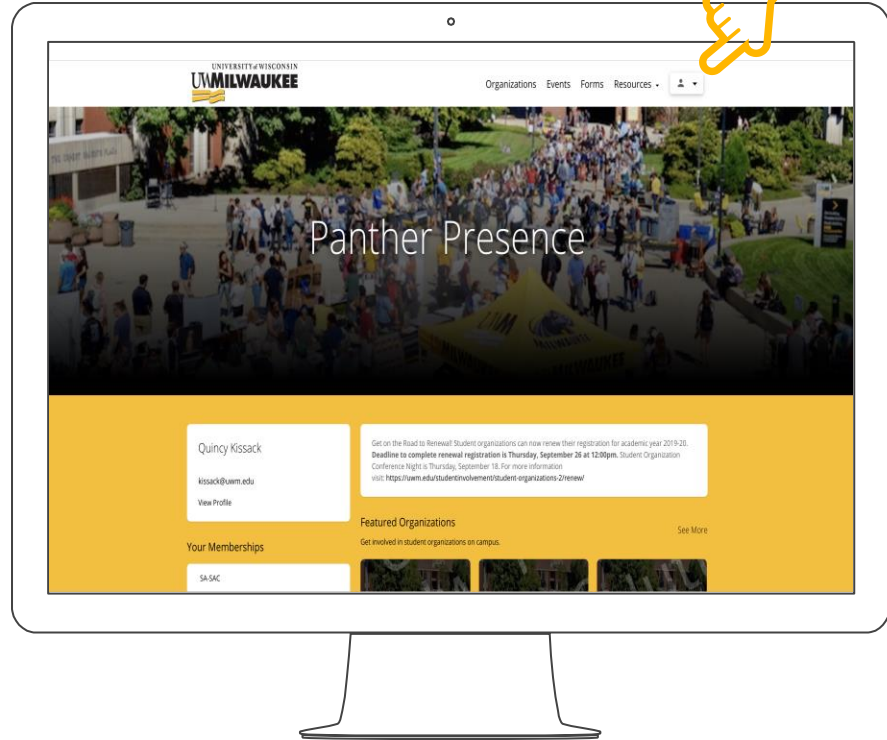
Filling out your grants

Step by Step.



Finding The Form

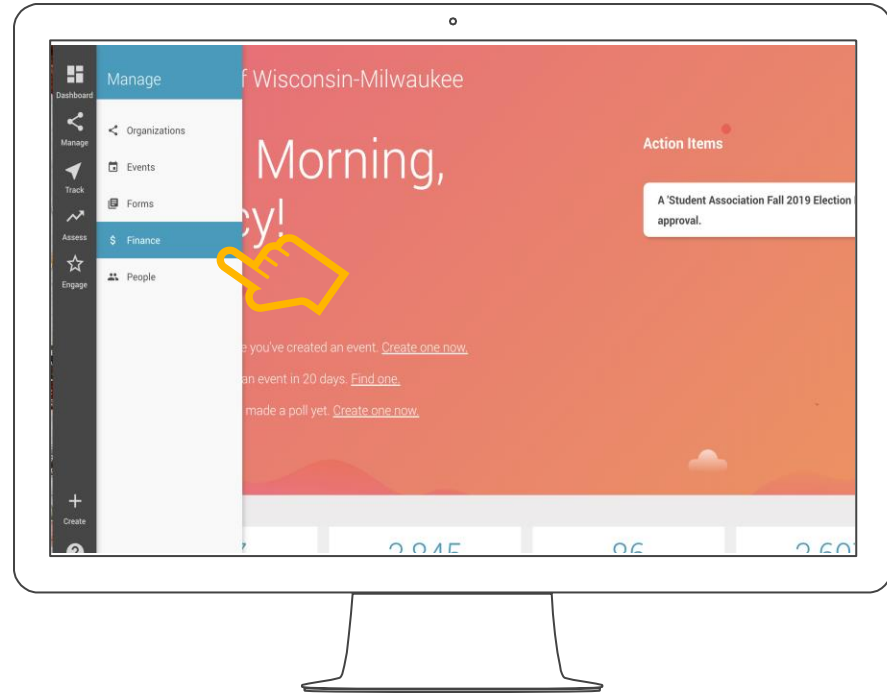
1. Log into Panther Presence (uwm.presence.io).
2. Click on the upper righthand corner to sign in with your Panther ID.
3. Click on your "Person" icon and select "Admin Dashboard."





Filling it Out

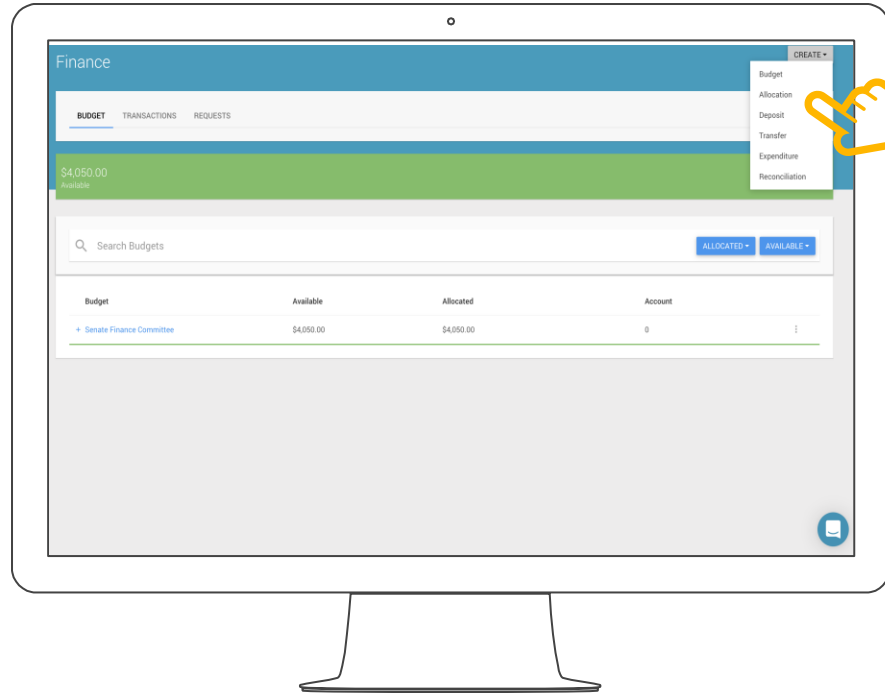
- Once you are in your administrative dashboard, go to the menu on the left side of the screen and select "Manage" and then "Finance."





Filling it Out

- Go to the upper right corner, click "Create" and then select "Allocation."





Filling it Out

- Fill out the form according to the prompts. Be sure to select the grant type you want!
- You'll need to fill out a different form for each grant.

A screenshot of a web form titled "Create Allocation" displayed on a computer monitor. The form is for Registered Student Organizations (RSOs) requesting grant funding from the Student Appropriations Committee (SAC). It includes an overview section, a "SUBMIT FOR APPROVAL" button, and several input fields: "Registered Student Organization Name", "Grant Author", and "When is the grant going to be used?". There are also radio buttons for selecting the grant type: "Event Grant", "Operations Grant" (which is selected), and "Travel Grant". A yellow hand icon is pointing to the "Operations Grant" radio button. The form is set against a light blue background with a white content area.



Filling it Out

- Justifications will be filled out at the END of the form. You will need an allocation request for EACH line item.
- You will need to upload non-editable, verifiable, third-party justification for each line item.

Requests
Add justification for each line item. To add line items, click the "Add" button on the upper right corner.

All line items must have non-editable, verifiable, third-party justifications. Examples of this include PDF's and screenshots.

Line items for grant types may include the following...

Events

- Honorarium Quote
- Travel Quote from honorarium if over \$1000
- Transportation for Honorarium (Flights must be from [Flights go.com](https://www.flightsgo.com), fuel costs must be from [fueleconomy.gov/fpu](https://www.fueleconomy.gov/fpu))
- Hotel cost for honorarium (Must be from <https://www.fourscoretravel.com/rate-calculator/>)
- Marketing Quote from Union Marketing
- Event Services Quote
- Miscellaneous Event Supplies

Travel

- Registration Cost
- Transportation Cost (Flights must be from [Flights go.com](https://www.flightsgo.com), fuel costs must be from [fueleconomy.gov/fpu](https://www.fueleconomy.gov/fpu))
- Hotel Cost (Must be from <https://www.fourscoretravel.com/rate-calculator/>; do NOT use the conference hotel and do NOT include the MSE allowance)

Operations

- Marketing Quote from Union Marketing
- Screenshot of a shopping cart with all items you need included

For more information and detailed instructions on justifications, please visit www.umn.edu/studentassociation/SAC

ADD

Title * Memo *

Budget * Amount * ▲

Allocation Attachment

Upload File *

Allocation Total * ▲
\$0.00

A yellow hand icon points to the "Allocation Attachment" section of the form.



Title *

Memo *

Budget *

Amount * ▲

Allocation Attachment

Upload File



Allocation Total ▲

\$0.00

- Title – the category of item (ie. honorarium, marketing)
- Memo – Title of request (ie. Steve jobs speaking fee, marketing quote)
- Budget – Select your organization
- Amount – the amount that you are requesting for THIS LINE ITEM
- Allocation Attachment – this is your non-editable, verifiable, third-party justification
- Allocation Total – will total up ALL line items in your request

*To ADD a line item, click the ADD button in the upper right.

For Example...



For more information and detailed instructions on justifications, please visit uwm.edu/studentassociation/SAC.

ADD

Title * Lodging

Memo * UW System Estimate

Budget * FROGS at UWM

Amount * ▲ \$360

Allocation Attachment

Upload File Lodging.pdf

Allocation Total ▲ \$360



TO SUBMIT

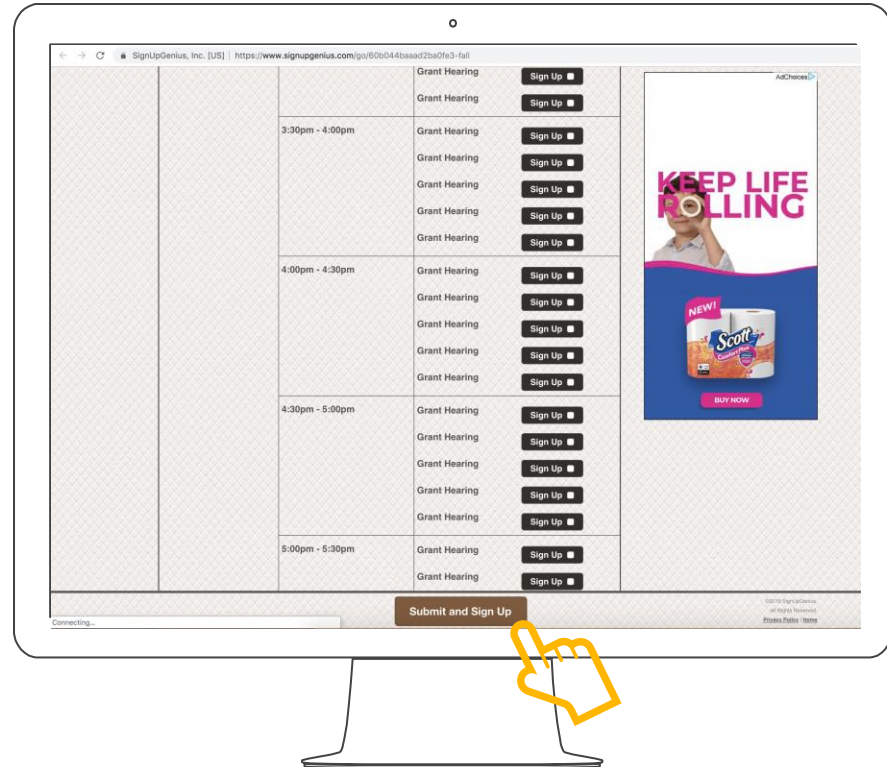
- Scroll to the TOP RIGHT and click the green SUBMIT FOR APPROVAL button!
- Seriously. Don't forget this step.

The image shows a computer monitor displaying a web form titled "Create Allocation" with the subtitle "SAC Grant Request Form". In the top right corner of the form, there is a green button labeled "SUBMIT FOR APPROVAL". A yellow hand icon is pointing to this button. The form content includes an "Overview" section with instructions for Registered Student Organizations (RSOs) and a list of sections: Overview, Grant Title, Grant Information, and Justification. Below this, there are input fields for "Registered Student Organization Name" (containing "FROGS at UWM"), "Grant Author" (with a sub-field for "First & Last Name"), and "When is the grant going to be used?". At the bottom, there is a radio button for "Event Grant".



Sign up for A Hearing

1. Use the link in the application to go to SignUpGenius.
2. Sign up for a slot for each grant you are applying for. If you are apply for four grants, sign up for four slots.
3. After selecting your slots, click "submit and sign up" at the bottom of the page.
4. Add the time to your calendar and ensure that at least two people from your org plan to attend.



At your **grant** hearing



1. Each hearing takes about 5 minutes. Plan to arrive early.
2. At least one officer (**we recommend two!**) of your RSO will present the grant application to the committee. No powerpoints please!
 - You'll do this on a tv screen in front of the committee.
 - Explain each grant and why it is relevant to your RSO's mission.
 - The committee may ask you questions.
3. The committee will vote on a **PRELIMINARY** amount, and you are excused.
4. At the end of the semester, the committee will reevaluate the budget to determine final grant amounts and will make a cut across the board if necessary.
5. Your RSO will receive an email with the final approved grant amount.

After you get the grant



1. At the end of the semester, you will receive an email with the FINAL grant amount, which may include a cut.
2. You can begin spending this money the first day of the next semester. Set up a meeting with the **Center for Student Involvement** well in advance.
 - **Travel:** Meet at least 3 weeks prior to departure to make travel arrangements. The SI office will book all travel arrangements directly.
 - **Operations:** Mandatory contracts or vendors are required and proper state purchasing procedures must be followed. The SI office will place all orders and make **all** payments.
 - **Event:** Schedule a meeting with Student Involvement at least 6 weeks prior to the event date. Any person being paid for a service, performance, or to speak must be paid by a contract. Completed paperwork contract must be turned into SI **at least 30** days prior to event

****NO REIMBURSEMENTS WILL BE ACCEPTED. DO NOT PURCHASE ANYTHING YOURSELF. YOU MUST GO THROUGH THE CENTER FOR STUDENT INVOLVEMENT.*****



Automatic Denials

- Submitting your grant after the deadline
- Failing to attend grant training
- Failing to attend your grant hearing time without 24 hours of prior notice
- Incomplete organization registration with Student Involvement

Partial Denials

- Incomplete or insufficient documentation
 - All justification must be NON-EDITABLE, follow our published policies, and include all items needed for the grant
- Incomplete grant application
- Request for a non-fundable item

3

Justifications

Show us where your money is going.



Overall Guidelines

All justifications need...

- NUMBERS and amounts
- Itemized lists of what you are purchasing
- To be current (requested this semester)
- Unable to edit (PDF, screenshot, etc.)

Your key to success: **non-editable verifiable third-party justification**

Quotes: Marketing



To get a marketing quote....

- **Events:** Attend an in-person training. Dates are TBD.
- **Operations:** Email markdesk@uwm.edu to request & include possible items that you'd like

DEADLINE FOR REQUESTS: Likely October 3



Confirmation

Client	Reservation: 144812
Your name	Event Name: Marketing Quote
Your phone number	Status: Quote
Your email	Email Address:
	Billing Reference:
	Event Coordinator: Gen Reserv Office
	Salesperson: Gen Reserv Office

Bookings / Details	Quantity	Price	Amount
Monday, October 15, 2018			
7:00 AM - 12:00 PM Marketing Quote (Quote 9/19/2018) 8x3 Banner E			
Reserved: 7:00 AM - 7:00 PM			
Marketing for 1			
Mark. Banner:			
8 x 3 Banner Paper	10	\$60.00	\$600.00
Less 75% Discount			-\$450.00
<i>Paper Type:</i>			
<i>Re-hang Dates:</i>			
<i>Save or Recycle:</i>			
7:00 AM - 12:00 AM Marketing Quote (Quote 9/19/2018) L02 - Rec Center			
Marketing for 1			
Mark. Posters:			
Gold Frame Poster	3	\$40.00	\$120.00
Less 75% Discount			-\$90.00
<i>Size 26" x 40"</i>			
7:00 AM - 12:00 AM Marketing Quote (Quote 9/19/2018) W- G03- Left Side Doors Terrace			
Marketing for 1			
Mark. Posters:			
3' x 4' Seramark Movable Cling	6	\$80.00	\$480.00
Less 75% Discount			-\$360.00
		Subtotal	\$300.00
		Grand Total	\$300.00



Quotes: University Printing Services

This is only relevant for JOURNALS. To get a quote....

- Email markdesk@uwm.edu to request & include information of how many you'd like and include a sample
- These must include estimates of cost and cannot simply be an email

DEADLINE FOR REQUESTS: Likely October 3

Charles J Licht
Wed 4/4, 11:31 AM
Karl T Wallick: Sample Journal '18

Reply all

Index

Approximately \$2300 for 1000 & \$3375 for 1500. We can request multiple quantities when I send the final bid out.

Thanks,
Charlie

Charles Lick, Print Specialist
University Relations - Print & Copy Services
University of Wisconsin-Madison
Office: USR 117 Office Phone: 414-229-4084
E-mail: charlie@usr.uw.edu
Web: www.digitalsprint.com
Phone: 414-229-4912

Charles J Licht
Wed 4/4, 10:30 AM

Reply

Good morning,
Heard back from the vendor on the ballpark estimate.
Pages: 96pgs + Cover
Size: 5-1/2" x 8-1/2" perfect bound
Ink: 4/4 CMYK
Stock: 120# Dull cover + matte laminate, & 80# matte text for the body

500 - \$1525.00 + \$150 for die cut
750 - \$1910.00 + \$365 for die cut

PDF proof included in costs above, a hard copy proof will be another \$100. Prices are also based on current ink coverage from previous supplied PDF.

Thanks,
Charlie

Charles Lick, Print Specialist
University Relations - Print & Copy Services
University of Wisconsin-Madison
Office: USR 117 Office Phone: 414-229-4084
E-mail: charlie@usr.uw.edu
Web: www.digitalsprint.com
Phone: 414-229-4912

NO. 58246 APR 25 '18

PRINTING SERVICES
REPRODUCTION SERVICE ORDER (RSO)
USRB Rooms 140-153 • phone: 6044 • fax: 6912 • www.PricerCopy.com/usa

(Must include RSO for availability of additional work.)
Quantity Due
 Required
 Requested

Internal Billing # _____ Fund _____ Project/Grant _____ Proj # _____ Organization _____ Mail Permit No. _____ Quantity requested _____

Department Name _____ Contact Person _____ Telephone _____ Fax _____ Email _____ @usr.uw.edu

Most Recent CMJ Job No. _____

JOB TYPE: Exact Re-Order New Revised Re-Order

Media: Film Directed Film Unprinted for Duplication

Software & Version: Quark _____ Illustrator _____ Photoshop _____ PDF files _____
 Other _____ Other _____

Color: Film Ink CMYK RGB Pantone

Size: _____ x _____ x _____
 Trim Mount Laminate

Qty	Weight	Order	Description
1000	20	WHT	SILK COVER
1500	20	WHT	MATTE TEXT

Additional Information: LAMINATE COVER, DIE-CUT COVER

Quantity: 1000

Additional Information: LAMINATE COVER, DIE-CUT COVER

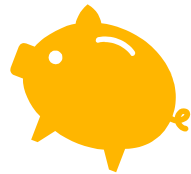
WARNING CONCERNING COPYRIGHT RESTRICTIONS
Material submitted for reproduction shall remain the property of the submitter. It is the responsibility of the submitter to ensure that all necessary permissions are obtained in advance of reproduction of any material. University of Wisconsin-Madison shall not be held responsible for any copyright infringement that may occur as a result of the reproduction of any material submitted to this service.

Printed by (Bid No.) _____
Printed date: _____
Number of copies: 9650
Number of sheets per page: _____
Number of pages: _____

4/25/18

4/25/18 2:17PM

4/25/18



Quotes: Event Services



To get an event services quote....

- Utilize the online request form on Presence

TIP: Submit early. Late requests will not allow for edits and may not be accepted.

****This is simply an estimate of cost, NOT a space reservation. Please fill out a space request form at the same time.****

QUOTE

Client	Reservation: 152091
Your name	Event Name: Your event name
Your phone number	Status: Quote
Your email	Phone:
	Email Address:
	Billing Reference:
	Event Coordinator: Gen Reserv Office
	Salesperson: Gen Reserv Office

Bookings / Details	Quantity	Price	Amount
--------------------	----------	-------	--------

THIS IS AN ESTIMATE OF PRICING AND DOES NOT HOLD SPACE OR EQUIPMENT

Thursday, March 7, 2019

6:00 PM - 8:00 PM	(Quote 10/23/2018) Wisconsin Room Lounge
Standard for 200	
Room Charge:	1 \$400.00 \$400.00
Less 100% Discount	-\$400.00
6:00 PM - 8:00 PM	(Quote 10/23/2018) Wisconsin Room West
Standard for 200	
Room Charge:	1 \$750.00 \$750.00
Less 100% Discount	-\$750.00
EVS Room Setup Fees:	
Wisconsin 1/2 Room Lecture 151 - 300	1 \$195.00 \$195.00
EVS Setup Equipment:	
Lectern (Presidential)	1 \$12.50 \$12.50
Less 100% Discount	-\$12.50
Stage Section	4 \$12.50 \$50.00
<i>Sico Conversion Stage. Charge Per 4' x 8' Section.</i>	
Pipe and Drape (12' Black)	24 \$6.50 \$156.00
<i>Charged by the foot</i>	
EVS AV Equipment:	
Wisconsin Room AV System (WEST)	1 \$340.00 \$340.00
Less 100% Discount	-\$340.00
<i>Includes 7.5' Screen, Short Throw Projector & Wisconsin Room West Audio System</i>	
Screen 7 1/2' x 10'	1
Short Throw Projector	1
Wisconsin Room Audio System (WEST)	1
Microphone Handheld Wireless (Wisco West)	2 \$65.00 \$130.00
Less 100% Discount	-\$130.00
EVS Miscellaneous:	
Parking Pass - Assigned (Flex Pass)	1 \$12.00 \$12.00



Charged by the foot:	
EVS AV Equipment:	
Wisconsin Room AV System (WEST)	1 \$340.00 \$340.00
Less 100% Discount	-\$340.00
<i>Includes 7.5' Screen, Short Throw Projector & Wisconsin Room West Audio System</i>	
Screen 7 1/2' x 10'	1
Short Throw Projector	1
Wisconsin Room Audio System (WEST)	1
Microphone Handheld Wireless (Wisco West)	2 \$65.00 \$130.00
Less 100% Discount	-\$130.00
EVS Miscellaneous:	
Parking Pass - Assigned (Flex Pass)	1 \$12.00 \$12.00
<i>Pass/Code will pay for fees plus assign a non-specific spot within the Parking Structure</i>	

10/23/2018 2:26 PM KK

Page 1 of 2

UWM Student Union	Reservation: ###	Quote
Bookings / Details	Quantity	Price
Instructions:		Amount
1. If user received pass/code before arrival, scan code at Entrance Gate. Gate should open		
2. When leaving, scan code at Exit Gate. DO NOT use at paystation.		
	Subtotal	\$413.00
	Grand Total	\$413.00



Quotes: Hotels

To get a hotel quote...

- Visit <https://uw.foxworldtravel.com/>
- Click "Lodging & Per Diem Calculator" in the top menu
- Fill out form according to your proposed travel dates
 - When you get to the final screen, do NOT include the M&IE allowance - SAC cannot fund food so it should not be included in your quote
- Verify & submit your information, then screenshot the final page

Include a screenshot in your grant submission. DO NOT include the M&IE allowance in your request.



Lodging Maximums and M&IE Per Diem Allowance Calculation

[Start Over](#)

Date	Lodging Maximum	M&IE Per Diem Allowance	Location	Provided Meals
03/16/2019 (Sat)	\$314.00	\$57.00	District of Columbia, DC (DISTRICT OF COLUMBIA)	
03/17/2019 (Sun)	\$314.00	\$76.00	District of Columbia, DC (DISTRICT OF COLUMBIA)	
03/18/2019 (Mon)	\$314.00	\$76.00	District of Columbia, DC (DISTRICT OF COLUMBIA)	
03/19/2019 (Tue)	\$314.00	\$76.00	District of Columbia, DC (DISTRICT OF COLUMBIA)	
03/20/2019 (Wed)	\$314.00	\$76.00	District of Columbia, DC (DISTRICT OF COLUMBIA)	
03/21/2019 (Thu)		\$57.00	District of Columbia, DC (DISTRICT OF COLUMBIA)	

Location Lodging Maximum: \$1570.00*

Location M&IE Allowance: \$418.00*

Lodging Maximum (All Locations): \$1570.00*

Total M&IE Allowance (All Locations): \$418.00*

Lookup Date: 02-01-2019 03:05:13 PM

✘ = Provided Meal Included

**Disclaimer: The UW TravelWise calculator is the official source of University travel rates to estimate lodging and M&IE Per Diem Allowance maximums prior to making trip arrangements. Maximums are updated monthly using the federal government's rate file, amounts vary and are based on the entry of month/date/location of travel. Travelers are advised that reimbursement rates change on a monthly basis and the reimbursable maximum may vary slightly from the point of initial lookup. For reference purposes only, historical rates are maintained in accordance with the University's Accountable Plan requirements for timely filing of expense reports. Please contact your department travel coordinator or institution's travel manager with further lodging or M&IE Per Diem questions..*



Quotes: **Flights**

To get a flight quote....

- Go to flights.google.com or any other flight search website
- Fill out all details of when and where your flight will be to
- Include cost for the accurate number of people flying (for example, 4 people flying on \$300 tickets should be requested at \$1200)

Include PDF or screenshot in grant submission.



Google Flights

Round trip 1 passenger Economy

Milwaukee New Orleans Mon, Mar 11 Tue, Mar 19

Choose departure to New Orleans Return to Milwaukee Trip summary

Bags Stops Airlines Price Times Connecting airports More

Flight insights

- Dates**
See flight prices for similar dates
- Price graph**
Explore price trends for 8-day trips to New Orleans
- Airports**
Fly from ORD for \$90
- Tips**
Prices for your dates are \$156 less than usual

Best departing flights

Total price includes taxes + fees for 1 adult. [Additional bag fees](#) and other fees may apply. Sort by: ↑

	5:05 PM – 10:35 PM Delta	5h 30m MKE-MSY	1 stop 1h 39m ATL	\$202 round trip
	3:50 PM – 10:58 PM United - Operated by Mesa Airlines DBA United Expre...	7h 8m MKE-MSY	1 stop 2h 58m IAH	\$212 round trip
	3:45 PM – 8:30 PM Delta	4h 45m MKE-MSY	1 stop 1h 0m ATL	\$232 round trip
	3:50 PM – 9:08 PM United - Operated by Mesa Airlines DBA United Expre...	5h 18m MKE-MSY	1 stop 1h 8m IAH	\$242 round trip
	4:58 PM – 10:29 PM Delta - Operated by Skywest DBA Delta Connection	5h 31m MKE-MSY	1 stop 1h 37m DTW	\$262 round trip

Track prices - Monitor the lowest price for this trip, and receive price alerts and travel tips by email

1

Quotes: **Ground Travel**



To get a ground travel quote....

- Visit [fueleconomy.gov/trip](https://www.fueleconomy.gov/trip) to determine your mileage cost
- Visit Enterprise or another car rental site to get a car rental estimate

Include PDF or screenshot in grant submission.

Trip Calculator

Trip Vehicles

Photo Not Available 1993 Jeep Cherokee 4WD
2.5 L, 4 cyl, Manual 5-spd, Regular

Comb. MPG: **18.0**

Trip fuel cost: **\$9.92**

+ Add a Vehicle

Trip Plan

milwaukee wi

madison wi

+ Add a Stop

55

% city driving

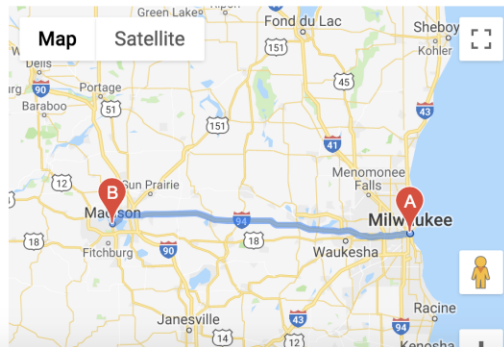
Calculate the Trip

Directions and Map

Milwaukee, WI, USA

79.4 mi. About 1 hour 19 mins

1. Head south on N Milwaukee St toward E Wisconsin Ave 0.1 mi
2. Turn left at the 2nd cross street onto E Michigan St 0.1 mi
3. Turn right onto N Jackson St 433 ft
4. Take the I-794 W ramp to I-94 W 0.3 mi
5. Merge onto I-794 0.3 mi
6. Keep left to stay on I-794 0.7 mi
7. Continue onto I-94 W 69.8 mi
8. Keep left at the fork to continue on WI-30 W, follow signs for Madison 3.1 mi



https://www.enterprise.com/en/reserve.html#cars

CHOOSE A VEHICLE CLASS 17 RESULTS

Filters CLEAR ALL

VEHICLE TYPE

Cars SUVs

Trucks Vans






PASSENGER CAPACITY

2 8

4 12

5 15

7

	PAY LATER	
 Economy Jeep Cherokee 4WD or similar Automatic 4 People 2 Bags FEATURES & PRICE DETAILS	\$34.99 per day	\$40.44 total
 Compact Nissan Versa or similar Automatic 5 People 1 Bags FEATURES & PRICE DETAILS	\$36.99 per day	\$42.72 total
 Intermediate Hyundai Elantra or similar Automatic 5 People 1 Bags FEATURES & PRICE DETAILS	\$38.99 per day	\$44.99 total
 Standard Volkswagen Jetta or similar Automatic 5 People 4 Bags FEATURES & PRICE DETAILS	\$40.99 per day	\$47.26 total
 Full Size Ford Fusion or similar Automatic 5 People 4 Bags FEATURES & PRICE DETAILS	\$42.99 per day	\$49.39 total



Quotes: Honorariums

To get an honorarium quote....

- Email the person you are hoping to have speak (or their agent)
- Work closely with your liaison

Include PDF or screenshot of emails and quotes in grant submission.

Honorarium

Honorarium Offered *

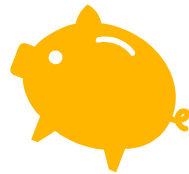
Monday-Thursday events are typically \$2,000. Friday-Sunday events typically ranges from \$3,000 - \$5,000.

Is funding Available to cover Travel & Accommodations? *

- Yes
- No

SUBMIT

Showing events after 10/15.
[Look for earlier events](#)



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TT Agent's name
2/8/2016 8:46 AM

FW: PRH Speakers Bureau Contact Form Submission
To: Your email

Hi Your name

Thanks so much for your interest in hosting **VIP's name**. His manager also sent your inquiry my way.

VIP's fee for this event would be \$50K plus first class travel for two from Los Angeles.

Please let me know if you have any further questions whatsoever.

Very best wishes,
Tiffany

Tiffany Tomlin
Executive Director, Penguin Random House Speakers Bureau
[1745 Broadway | New York, NY 10019](#) | (212)-572-2395 | ttomlin@penguinrandomhouse.com
Visit website: <http://www.prhspeakers.com> | @Facebook | @Twitter | @LinkedIn



Important Deadlines

- Grant allocation requests will open Monday, September 23
- Marketing Quote Request likely due October 3
- Event Services Quote Request likely due October 3

****OVERALL GRANT DEADLINE WILL BE ANNOUNCED VIA EMAIL BUT
IS LIKELY GOING TO BE NEAR OCTOBER 8****



Contact Information

- Student Appropriations Committee: sa-sac@uwm.edu
- Event Services: reservat@uwm.edu or 414-229-4828
- Union Marketing: markdesk@uwm.edu or 414-229-5538
- Student Involvement: csidesk@uwm.edu or 414-229-5780

General questions? Email sa-sac@uwm.edu



Next Steps

- Keep an eye on your email.
- Begin collecting quotes and justifications from Marketing & Event Services.
- Visit uwm.edu/studentassociation/sac regularly.
- More concrete announcements coming next week!

General questions? Email sa-sac@uwm.edu



Thanks!

Any questions?

Email us at sa-sac@uwm.edu!