

SOFAC DIRECT PAYMENT FORM

Please use the following to prepare a request for DIRECT PAYMENT.

*Please complete this form if you are seeking direct payment for an expense the organization was allocated funds.
Direct Payment takes a minimum of 10 days, but could take up to 3 weeks.*

Organization Name:	Traditions Council		
Financial Officer Name:	Minnie Mouse	Financial Officer Email:	mam1994@live.missouristate.edu
President Name:	Mickey Mouse	President Email:	mmouse@live.missouristate.edu
Advisor Name:	Victoria Culver	Advisor Email:	Victoriaculver@missouristate.edu

EVENT INFORMATION: <i>This section provides us information for the event for which you are requesting Direct Payment. If the expense is not event specific, please leave this section blank.</i>			
Event Name:	SPIRIT Conference	Event Location:	Cincinnati, OH
Date (Begin):	10/1/2015	Date (End):	10/4/2015

DIRECT PAYMENT PARTY: <i>Complete all information below regarding the business or company you wish to receive Direct Payment. All information must be completed.</i>				
Business Name:	Travelocity			
Contact Person Name:		Phone #:		
Contact Email Address:		Fax #:		
Business Address:	www.travelocity.com			
City:		State:		Zip Code:

DIRECT PAYMENT EXPENSE: <i>Complete all information below regarding the PURCHASE you wish to receive Direct Payment. All information must be completed.</i>				
Expense Description:	Airfare for 2 to attend SPIRIT Conference in Cincinnati			
Date of payment needed:	9/1/2015	Amount of Payment:	\$	738.40
			Amount Allocated	\$ 2,100.00
			Max Remaining	

PLEASE PRINT THIS FORM AND ATTACH TO FRONT OF COMPLETE INVOICE WITH FINAL AMOUNT DUE AND A W-9 FOR THE COMPANY/BUSINESS. TURN ENTIRE PACKET INTO THE OFFICE OF STUDENT ENGAGEMENT (PSU 101).

I have completed this form to the best of my ability and understand any mistakes in the information provided may result in a delay of reimbursement on behalf of SOFAC and Missouri State University. I further understand that any misrepresentation in these materials of the organization and/or event may result in the forfeiture of any allocated funds. It is also my understanding that it is the organization's responsibility to complete any necessary financial paperwork and meet all deadlines as outlined in the SOFAC Guidelines.

Name:	Mickey Mouse
Organization Title:	President



Signature

5/25/15

Date

Traditions Council SPRIT Conference Trip

October 1-4, 2015

Springfield, MO to Cincinnati, OH

Trip Attendees:

Mickey T. Mouse

417-444-4444

Male

01/01/1991

mmouse@live.missouristate.edu

Donald Duck

417-333-3333

Male

02/02/1992

Donnie92@live.missouristate.edu



Cincinnati

Oct 1, 2015 - Oct 4, 2015 | Itinerary # 116004537853

Springfield (SGF) → Cincinnati (CVG)

Oct 1, 2015 - Oct 4, 2015 , 2 round trip tickets

NOT BOOKED

This flight is not booked. Book now to guarantee price and availability.

Price Summary

Traveler Information

Adult No frequent flyer details provided

Adult No frequent flyer details provided

* Seat assignments, special meals, frequent flyer point awards and special assistance requests should be confirmed directly with the airline.

Traveler 1: Adult	\$369.20
Flight	\$301.40
Taxes & Fees	\$67.80
Traveler 2: Adult	\$369.20
Flight	\$301.40
Taxes & Fees	\$67.80
Travelocity Booking Fee	\$0.00

Total: \$738.40

All prices quoted in US dollars.

Oct 1, 2015 - Departure 1 stop

Total travel time: 3 h 29 m

Springfield	Chicago	1 h 45 m
		436 mi
SGF 6:25am	ORD 8:10am	
	Terminal 3	
American Airlines 3691 Operated by /ENVOY AIR AS AMERICAN EAGLE		
Economy / Coach (N) Confirm seats with the airline *		

Layover: 0 h 30 m

Chicago	Cincinnati	1 h 14 m
		257 mi
ORD 8:40am	CVG 10:54am	
Terminal 3	Terminal 3	
American Airlines 3036 Operated by /ENVOY AIR AS AMERICAN EAGLE		
Economy / Coach (N) Confirm seats with the airline *		

Additional Flight Services

- The airline may charge additional fees for checked baggage or other optional services.

Oct 4, 2015 - Return 1 stop

Total travel time: 3 h 55 m

Cincinnati	Chicago	1 h 18 m
		257 mi

 **CVG 9:07am** **ORD 9:25am**

Terminal 3 Terminal 3

American Airlines 3147 Operated by /ENVOY AIR AS AMERICAN
EAGLE

Economy / Coach (N) | Confirm seats with the airline *

Layover: 1 h 0 m

Chicago

Springfield

1 h 37 m

436 mi

ORD 10:25am

SGF 12:02pm Terminal 3American Airlines 3614 Operated by /ENVOY AIR AS AMERICAN
EAGLE

Economy / Coach (N) | Confirm seats with the airline *

Airline Rules & Regulations

- We understand that sometimes plans change. We do not charge a cancel or change fee. When the airline charges such fees in accordance with its own policies, the cost will be passed on to you.
- **Tickets are nonrefundable and nontransferable.** A change fee of \$200.00 per ticket is charged by the airline for all itinerary changes.
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SEARCH

**2015 Annual Conference****Conference Schedule**[Conference Schedule](#)[About San Antonio](#)[Registration and Fees](#)[Educational Program](#)[Additional Conference Features](#)[Education and Research Fund Activities](#)[Networking Opportunities](#)[Travel and Lodging](#)[Volunteer at Conference](#)[2015 Conference Program Team](#)[Conference Sponsors](#)

Use this listing to plan your conference travel and registration plans. Want the schedule on your mobile device? Download the 2015 Annual Conference Guide through the ACUI app, available in your smartphone's app store.

Updated Jan. 20, 2015

Tentative ScheduleSchedule at a glance **(Full Schedule)**Select day: **Tuesday, April 7**

8:00 a.m. to 5:30 p.m. Ballroom Foyer Third Floor
Silent Auction Drop Off

10:30 a.m. to 5:30 p.m., Registration Desk 1, Third Floor
ACUI Member Services and Bookstore Open

10:30 a.m. to 5:30 p.m., Registration Desk 2, Third Floor
Conference Concierge Open and Registration for Preconference Available

3:15 to 10:00 p.m., Depart from Conference Concierge, Third Floor
Senior Management Professionals Program: Texas State University-San Marcos

4:00 to 7:00 p.m., Conference Room 17-18, Third Floor
Preconference Program: Men of Color

Wednesday, April 8

8:00 a.m. to 6:00 p.m. Registration Desk 1 Third Floor
ACUI Expo Exhibitor Registration

8:00 a.m. to 6:00 p.m., Ballroom Foyer, Third Floor
ACUI Lounge and Steal This Idea Showcase

8:00 a.m. to 6:00 p.m., Registration Desk 1, Third Floor
ACUI Member Services and Bookstore Open

8:00 a.m. to 6:00 p.m., Registration Desk 2, Third Floor
Conference Concierge Open

8:00 to 8:30 a.m., Grand Ballroom K, Third Floor
Senior Management Professionals Program: Breakfast

8:00 a.m. to noon, Ballroom Foyer, Third Floor
Silent Auction Drop Off

9:30 a.m. to noon, Depart from Conference Concierge, Third Floor
Alamodome & Convention Center Tour

9:30 a.m. to 12:30 p.m., Grand Ballroom L, Third Floor
Preconference Program: Audio & Visual Technology Training

9:30 a.m. to 12:30 p.m., Conference Room 12, Third Floor
Preconference Program: It's Time to Know Your IX

9:30 to 10:15 a.m., Grand Ballroom M, Third Floor
Senior Management Professionals Program: Fundraising and Development

10:30 a.m. to 1:00 p.m., Grand Ballroom K, Third Floor
Preconference: Women's Leadership

10:30 a.m. to noon, Grand Ballroom M, Third Floor

Senior Management Professionals Program: Creating a Magical Mix for Your College Union

11:30 a.m. to 5:00 p.m., Conference Room 9, Third Floor
Career Center Open

11:30 a.m. to noon, Conference Room 9, Third Floor
Career Center: Candidate Orientation

12:00 to 6:00 p.m., Ballroom Foyer, Third Floor
ACUI Education and Research Fund Silent Auction Open for Bidding

12:00 to 12:30 p.m., Conference Room 9, Third Floor
Career Center: Employer Orientation

12:30 to 1:30 p.m., Conference Room 3-4, Third Floor
Undergraduate Student Network: Welcome

12:30 to 1:30 p.m., Conference Room 17-18, Third Floor
Volunteer Development Program (Invite Only)

12:45 to 1:30 p.m., Conference Room 11, Third Floor
Graduate Student Experience: Welcome

1:00 to 1:30 p.m., Conference Room 9, Third Floor
Career Center: Candidate Orientation

1:00 to 3:00 p.m., Conference Room 17-18 Foyer, Third Floor
Community of Practice Fair

1:30 to 2:00 p.m., Conference Room 9, Third Floor
Career Center: Employer Orientation

1:45 to 2:45 p.m., Conference Room 17-18, Third Floor
Conference Newcomers Welcome Session

3:00 to 5:00 p.m., Grand Ballroom G-I, Third Floor
Keynote: Frans Johansson

5:00 to 6:00 p.m.
Regional Meetings

6:00 to 9:00 p.m.
Regional Dinners

9:30 to 11:59 p.m., Atrium East, Second Floor
Battle of the Regions Reception

9:30 to 11:00 p.m., Atrium West, Second Floor
Battle of the Regions: ACUI Trivia

Thursday, April 9

5:45 to 6:30 a.m. Ballroom Foyer Third Floor
ACUI Education and Research FUND Run/Walk Final Registration and Collection

6:30 to 8:00 a.m., Ballroom Foyer, Third Floor
ACUI Education and Research FUND Run/Walk

7:00 a.m. to 5:00 p.m., Ballroom Foyer, Third Floor
ACUI Education and Research Fund Silent Auction Open for Bidding

7:00 to 11:00 a.m., Registration Desk 1, Third Floor
ACUI Expo Exhibitor Registration

7:00 a.m. to 5:00 p.m., Ballroom Foyer, Third Floor
ACUI Lounge and Steal This Idea Showcase

7:00 a.m. to 5:00 p.m., Registration Desk 1, Third Floor
ACUI Member Services and Bookstore Open

7:00 a.m. to 5:00 p.m., Registration Desk 2, Third Floor
Conference Concierge Open

8:30 to 9:30 a.m.
Educational Session Block 1

8:30 a.m. to 5:00 p.m., Conference Room 9, Third Floor
Career Center Open

8:30 to 9:30 a.m., Grand Ballroom L, Third Floor
Catholic Colleges and Universities Community of Practice Meeting

8:30 to 9:30 a.m., Grand Ballroom K, Third Floor
Facilities and Operations Community of Practice Meeting

9:45 to 11:30 a.m., Grand Ballroom G-I, Third Floor
Keynote: ACUI Talks

11:30 a.m. to 1:30 p.m., Grand Ballroom A-F, Third Floor
ACUI Expo Grand Opening with Lunch

11:30 a.m. to 1:30 p.m., Grand Ballroom K, Third Floor

ACUI Expo Insider Roundtable with Guided Tour and Business Discussion

12:30 to 2:00 p.m., Grand Ballroom A-F, Third Floor

ACUI Expo Lunch Served

12:50 to 1:10 p.m., Grand Ballroom G, Third Floor

Innovation Stage: Digital Payments Conversation

1:30 to 1:50 p.m., Grand Ballroom I, Third Floor

Innovation Stage: Tapigo- Your Mobile Ordering Solution for Campus Life

2:10 to 2:30 p.m., Grand Ballroom I, Third Floor

Innovation Stage: Mobile Reporting for Building Managers

2:40 to 3:00 p.m., Grand Ballroom I, Third Floor

Innovation Stage: Meetings on the Go

3:30 to 4:30 p.m., Conference Room 7, Third Floor

Student Organization Advisors Community of Practice Discussion
View details

3:30 to 4:30 p.m.

Educational Session Block 2

3:30 to 4:30 p.m., Atrium West, Second Floor

College Union and Student Activities Veterans Community of Practice Meeting

3:30 to 4:30 p.m., Grand Ballroom M, Third Floor

Graduate Student Experience: Networking Event

3:30 to 4:30 p.m., Grand Ballroom L, Third Floor

Marketing for the Campus Community of Practice Meeting

5:00 to 7:30 p.m., Offsite

The Honors: Community Builders Awards Ceremony

7:30 to 9:00 p.m., Offsite

Texas Barbeque Experience

9:30 to 11:59 p.m., Ballroom Foyer, Third Floor

Battle of the Regions Reception

9:30 to 11:00 p.m., Conference Room 1-4, Third Floor

ACUI Education and Research Fund Loteria

9:30 to 11:00 p.m., Grand Ballroom G-I, Third Floor

Battle of the Regions: ACUI's Got Talent

9:30 to 11:00 p.m., Conference Room 17-18, Third Floor

Battle of the Regions: Poetry Slam**Friday, April 10**

7:30 a.m. to 6:00 p.m., Ballroom Foyer Third Floor

ACUI Education and Research Fund Silent Auction Open for Bidding

7:30 a.m. to 6:00 p.m., Registration Desk 1, Third Floor

ACUI Member Services and Bookstore Open

7:30 a.m. to 6:00 p.m., Registration Desk 2, Third Floor

Conference Concierge Open

8:00 to 9:00 a.m.

Educational Session Block 3

8:00 to 9:00 a.m., Conference Room 17-18, Third Floor

Administration, Finance, and Auxiliaries Management Community of Practice Meeting

8:00 to 9:00 a.m., Grand Ballroom A-D Foyer, Third Floor

Architecture and Design Showcase Gallery Walk

8:00 to 9:00 a.m., Grand Ballroom L, Third Floor

Campus Life and Program Management Community of Practice Meeting

8:00 to 9:15 a.m., Depart from Conference Concierge, Third Floor

Tour: Marriott Food Service

8:30 a.m. to 5:00 p.m., Conference Room 9, Third Floor

Career Center Open

9:15 to 11:15 a.m., Grand Ballroom A-F, Third Floor

ACUI Expo Open: Coffee Service

9:15 to 11:15 a.m., Ballroom Foyer, Third Floor

Student Programs Resource Center

11:00 a.m. to 1:00 p.m., Ballroom Foyer, Third Floor

Box Lunch Served (Ticket required)

11:15 a.m. to 12:15 p.m.

Educational Session Block 4

11:15 a.m. to 12:15 p.m., Grand Ballroom L, Third Floor
Gay, Lesbian, Bisexual, and Transgender Community of Practice Meeting

11:15 a.m. to 12:30 p.m., Depart from Conference Concierge, Third Floor
Tour: Marriott Back of House and Sustainability

12:30 to 1:30 p.m., Conference Room 13-14, Third Floor
 Concert Committee Management: Best Practices
[View details](#)

12:30 to 1:30 p.m.
Educational Session Block 5

12:30 to 1:30 p.m., Conference Room 17-18, Third Floor
Community of Scholars Meeting and Reception

12:30 to 1:30 p.m., Grand Ballroom K, Third Floor
Student Organization Advisors Community of Practice Meeting & Lunch

1:45 to 3:30 p.m., Grand Ballroom G-I, Third Floor
Keynote: Marsha Herman-Betzen

3:45 to 4:45 p.m.
Educational Session Block 6

3:45 to 4:45 p.m., Grand Ballroom K, Third Floor
Community of Practice for Multi-Ethnic Professionals and Allies Meeting

5:00 to 6:00 p.m.
Educational Session Block 7

5:00 to 6:00 p.m., Grand Ballroom L, Third Floor
On-Campus Bowling Centers Community of Practice Meeting

5:00 to 6:00 p.m., Grand Ballroom J, Third Floor
Technology Community of Practice Meeting

6:15 to 8:00 p.m., Grand Ballroom G-I, Third Floor
+ Reception Honoring Marsha Herman-Betzen's Career

6:30 to 9:00 p.m., Depart from Conference Concierge, Third Floor
Tour: Small Schools Tour and Dinner

7:15 to 9:15 p.m., Depart from Hotel Lobby, First Floor
+ GLBT Community of Practice Dinner: Barriba Cantina

7:15 to 9:15 p.m., Depart from Hotel Lobby, First Floor
+ Multi-Ethnic Professionals and Allies Community of Practice Dinner: County Line

7:15 to 9:15 p.m., Depart from Hotel Lobby, First Floor
Women's Leadership Community of Practice Dinner: Saltgrass

Saturday, April 11

6:30 to 7:00 a.m., Ballroom Foyer, Third Floor
ACUI Education and Research FUND Tower Run Final Registration and Collection

7:00 to 8:00 a.m., Ballroom Foyer, Third Floor
ACUI Education and Research FUND Tower Run

8:30 to 9:00 a.m., Grand Ballroom G-I, Third Floor
Community Service Project Introduction

9:00 to 10:30 a.m., Grand Ballroom E-F, Third Floor
Community Service Project

10:30 a.m. to 1:15 p.m., Ballroom Foyer, Third Floor
ACUI Education and Research Fund Silent Auction Open for Bidding

10:30 a.m. to 5:30 p.m., Registration Desk 1, Third Floor
ACUI Member Services and Bookstore Open

10:30 a.m. to 3:00 p.m., Conference Room 5, Third Floor
Career Center Open

10:30 a.m. to 5:30 p.m., Registration Desk 2, Third Floor
Conference Concierge Open

10:45 to 11:45 a.m., Grand Ballroom G-I, Third Floor
Annual Meeting of the Delegates

11:45 a.m. to 1:00 p.m., Grand Ballroom G-I, Third Floor
Keynote: The Future of Student Unions

1:00 to 5:30 p.m., Depart from Conference Concierge, Third Floor
Tour: McNay Art Museum

1:15 to 2:15 p.m., Depart from Hotel Lobby, First Floor
Marketing for the Campus Lunch: Food Court

1:15 to 2:15 p.m., Depart from Hotel Lobby, First Floor

Technology Community of Practice Lunch: Food Court

2:00 to 3:00 p.m.

Educational Session Block 8

2:00 to 3:00 p.m., Grand Ballroom K, Third Floor

Small Schools Community of Practice Meeting

2:00 to 3:00 p.m., Grand Ballroom L, Third Floor

Student Employee Supervisors Community of Practice Meeting

2:00 to 5:30 p.m., Depart from Conference Concierge, Third Floor

Tour: Trinity University and St. Mary's University

2:00 to 5:30 p.m., Depart from Conference Concierge, Third Floor

Tour: University of Texas-San Antonio Main and Downtown Campuses

3:15 to 4:15 p.m., Conference Room 11, Third Floor

Telling Our Stories

[View details](#)

3:15 to 4:15 p.m.

Educational Session Block 9

3:15 to 4:15 p.m., Grand Ballroom K, Third Floor

Women's Leadership Community of Practice Meeting

4:30 to 5:30 p.m.

Educational Session Block 10

4:30 to 5:30 p.m., Grand Ballroom K, Third Floor

Graduate Students & New Professionals Community of Practice Meeting

4:30 to 5:30 p.m., Grand Ballroom L, Third Floor

Late Night Programs Community of Practice Meeting

6:30 to 7:00 p.m., Ballroom Foyer, Third Floor

I-LEAD Reunion

7:30 to 10:00 p.m., Grand Ballroom G-I, Third Floor

Closing Banquet

10:00 to 11:59 p.m., Grand Ballroom E-F, Third Floor

ACUI After Dark: Dance Party with DJ

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