

ENGINEERING UNDERGRADUATE COUNCIL
ALLOCATIONS COMMITTEE

FUNDING REQUEST
APPLICATION PACKET

Organization: American Institute of Chemical Engineers (AIChE)

ASA Account number: 0017

Requester's Name: Jocelle Khouri

Requestor's e-mail: jnk5186@psu.edu

Requestor's Signature: Jocelle Khouri

Date of Application Submission: October 10, 2016

Request (i.e. Conference name, equipment type, project title)	Type of Request (Equipment, Travel, or Programming)	Request Amount
<u>AIChE 2016 Annual Student Conference</u>	<u>Travel</u>	<u>\$1,958.85</u>

TOTAL REQUEST AMOUNT: \$1,958.85

ORGANIZATION PROFILE

I) General Information

- Name of President: Quoc Tran E-mail: president@psuaiche.com
- Name of Treasurer: Aditya Kalgutkar E-mail: treasurer@psuaiche.com
- Is your organization supported by a particular department within the college of engineering (if so, which one)? No
- Is your group a recognized organization of the University Office of Student Affairs?
Yes

II) Membership Information

- Number of Members: 150
- Number of Active Members: 100
- Describe the profile of your membership (i.e. distribution of majors and years)
All chemical engineers; 20% freshmen, 30% sophomores, 30% juniors, 20% seniors

III) Financial Information

- Attach the budget from the previous year (for the entire organization). N/A
- Attach the budget for this year (for the entire organization). N/A
- Attach print out of ASA account. See Attachment 1
- Attach a sheet with all previous allocations submissions and the amount of money received from EUC within the last 5 years. See Attachment 2
- Please identify all major sources of organization income:
UPAC funding, corporate sponsorship

IV) Organization Profile

- On a separate sheet please provide a short profile of the organization, including:
 - Years of activity at Penn State
 - Main purpose/purpose statement of organization
 - Benefit to active members of the organization
 - Benefit to the overall engineering/ Penn State community
- Additionally, please include a list of the main activities and events sponsored by the organization.

Attachment 3

FUNDING REQUEST: TRAVEL

I) Event Information

- Name of Event: AICHE 2016 Annual Student Conference
- Location of Event: San Francisco, CA
- Type of Event: Conference
- Date of Event: Nov. 11, 2016 - Nov. 14, 2016
- Date Leaving: Nov. 11, 2016
- Date Returning: Nov. 14, 2016 (flight arrives Nov. 15)
- Please attach any brochures/ website print-outs pertaining to the event. Attachment 4

II) Organizational Involvement

- Number of Members attending: 15
- On a separate sheet of paper please list the name of the members attending and their year Attachment 5
- Reason for Attending: Improving our student chapter, professional development, presenting research
- How will your members be participating in the event (presenting a paper or project, serving as chapter representative, attending educational presentations, etc.)?
7 presenting research, all attending educational workshops
- On a separate sheet, please explain the benefit of traveling to the event: i.e. how will this trip benefit the Penn State Engineering Community (for individuals, organizations, or the student body as a whole) Attachment 6

III) Travel Expenses

- Please complete the form on the next page (Travel Expense Information). Include at least one price quote for each expense.
- Identify information for **only** those expenses that you are requesting funding for.
- What other sources of funding do you have for this trip?
UPAC funding (\$5000), & Department of Chemical Engineering (\$1000)
↳ Attachment 10

TOTAL REQUEST FOR TRAVEL: \$ 1,958.85

*See Attachment 11
for rationale*

Travel Expense Information

Transportation Expenses

Air Fair: \$ 486 /person X # of people 11 = \$ 5,346
Bus Fair: \$ _____ /person X # of people _____ = \$ _____

Attachment 7

Driving Expenses: N/A

▪ If you are driving, how many miles will you travel, round trip? _____

(Please provide mileage verification from an online mapping site.)

▪ Personal Vehicles: mileage _____ i # of vehicles _____ i \$.30/mile = \$ _____

▪ Rental Car: \$ _____ (please provide quote from rental company)

▪ University Vehicles: \$ _____ (please provide quote from university)

TOTAL TRANSPORTATION REQUEST: \$ 5,346

Lodging Expenses

▪ Cost of room/night (w/Tax) X # nights X #rooms = Total Lodging Request
\$ 49.45 /night X 3 nights X 11 ^{beds} _{rooms} = \$ 1,631.85

Attachment 8

▪ The GURU rate for the area is \$ 267 a night.

(GURU rates can be found on the following website: <http://abs.psu.edu/TravelRates/CONUS>)

▪ If the requested room rate is significantly larger than the suggested GURU rate, please include rationale for requesting the higher rate. (on a separate sheet)

TOTAL LODGING REQUEST: \$ 1,631.85

Registration Expenses

Attachment 9

▪ # of students 9 * X registration cost/student \$ 109 = \$ 981

▪ Does registration include hotel/lodging costs or meal costs? (Please identify how much of the registration fee goes towards lodging/food costs.) No.

* 2 members earned free registration

TOTAL REGISTRATION REQUEST: \$ 981

Additional Expenses (i.e. taxi fees, airport parking, etc.) N/A

Item: _____ Cost: \$ _____

Item: _____ Cost: \$ _____

TOTAL ADDITIONAL EXPENSES REQUEST: \$ 0

Attachment 1**Associated Student Activities
Year To Date Transactions For**

Amer Inst of Chemical Engr-No Specific Activity
 Account Number 0017 Fund Type Programming-Fall/Spring
 0017-10-00-0

Balance: 7/1/2015 \$0.00
 Balance: 4/25/2016 \$144.52

Receipts**Allocation From UPAC Revenue****40110**

Date	Receipt #	Description	Amount
10/29/2015	UPAC151029-152	UPAC XFR TO RSO at 10-29-	GJ7283 None \$3,651.34
Total	Allocation From UPAC Revenue		\$3,651.34
Total	Receipts		\$3,651.34

Expenses**Travel-Transportation Expense****70010**

Date	Check #	Payee	PO #	Inv #	Description	Amount	
11/24/2015	0163428	Andrew Osheka		0017 AO	1 natls registration, flight	\$290.25	
11/24/2015	0163440	Trevor Hankins		0017 TH	1 natls registration, flight	\$290.25	
11/24/2015	0163441	Dainius Volertas		0017 DV	1natl reg, flight	\$290.25	
11/24/2015	0163480	Haonan Xu		0017 HX	1natls flight	\$281.78	
11/24/2015	0163481	Nolan O'Connor		0017 NO	1natl reg, flight	\$290.25	
11/24/2015	0163482	Andrew Taveras		0017 AT	1 natls reg, flight	\$281.78	
11/24/2015	0163483	Katie Legenski		0017 KL	1 natls reg, flight	\$281.78	
Total	Travel-Transportation Expense		UPAC Allocated Budget		\$2,006.34	Budget Spent YTD	\$2,006.34

Travel-Lodging Expense**70020**

Date	Check #	Payee	PO #	Inv #	Description	Amount	
12/2/2015	0163519	Joelle Khouri		0017 JK	1 natls room	\$450.00	
12/2/2015	0163527	Trevor Hankins		0017 TH	1 natls room	\$540.48	
Total	Travel-Lodging Expense		UPAC Allocated Budget		\$1,050.00	Budget Spent YTD	\$990.48

Travel-Registration Expense**70030**

Date	Check #	Payee	PO #	Inv #	Description	Amount	
11/24/2015	0163428	Andrew Osheka		0017 AO	1 natls registration, flight	\$85.00	
11/24/2015	0163440	Trevor Hankins		0017 TH	1 natls registration, flight	\$85.00	
11/24/2015	0163441	Dainius Volertas		0017 DV	1natl reg, flight	\$85.00	
11/24/2015	0163481	Nolan O'Connor		0017 NO	1natl reg, flight	\$85.00	
11/24/2015	0163482	Andrew Taveras		0017 AT	1 natls reg, flight	\$85.00	
11/24/2015	0163483	Katie Legenski		0017 KL	1 natls reg, flight	\$85.00	
Total	Travel-Registration Expense		UPAC Allocated Budget		\$595.00	Budget Spent YTD	\$510.00

Total Expenses**40100**

Total Expenses		\$3,506.82
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11/24/2015	0163428	Phillips 66 Company	GJ7148	None	\$2,160.00
11/24/2015	0163440	Chevron Corp.	GJ7246	None	\$2,160.00
11/24/2015	0163441	Cenex Phillips	GJ7349	None	\$2,160.00
11/24/2015	0163482	Shell	GJ7344	None	\$2,160.00
11/24/2015	0163483	BP Corp North America, Inc	GJ7394	None	\$2,160.00
11/24/2015	0163519	Dow Chemical Company	GJ7430	None	\$2,160.00
11/24/2015	0163527	Mr. Emily Clark	GJ7477	None	\$16.00
Total	Gifts From Oil/Gas Revenue				\$8,726.00

Associated Student Activities

Year To Date Transactions For

Amer Inst of Chemical Engr-No Specific Activity
 Account Number 0017 Fund Type Unrestricted
 0017-30-00-0

Balance: 7/1/2015 \$7,572.40
 Balance: 4/25/2016 \$17,266.33

Receipts

Organizational Interest Rev		40001		
Date	Receipt #		Description	Amount
7/31/2015	TRAN001832	ADB \$7572.4 Rate .14134%	GJ7124	None \$0.91
8/31/2015	TRAN001842	ADB \$8553.96 Rate .14134%	GJ7164	None \$1.03
9/30/2015	TRAN001870	ADB \$9546.34 Rate .14134%	GJ7228	None \$1.11
10/31/2015	TRAN001890	ADB \$9139.87 Rate .14134%	GJ7286	None \$1.10
11/30/2015	TRAN001898	ADB \$10404.83 Rate .16201%	GJ7325	None \$1.39
12/31/2015	TRAN001909	ADB \$14166.99 Rate .16201%	GJ7372	None \$1.95
1/31/2016	TRAN001935	ADB \$16757.67 Rate .16201%	GJ7424	None \$2.30
2/29/2016	TRAN001954	ADB \$17475.91 Rate .16201%	GJ7490	None \$2.24
3/31/2016	TRAN002014	ADB \$18477.17 Rate .16201%	GJ7615	None \$2.54
Total	Organizational Interest Rev			\$14.57
Dues Revenue		41001		
Date	Receipt #		Description	Amount
11/17/2015	CJ1615		solvay tailgate	\$654.90
12/8/2015	CJ1771		Flag	\$100.00
12/11/2015	CJ1829			\$15.00
Total	Dues Revenue			\$769.90
Social Activities Revenue		41002		
Date	Receipt #		Description	Amount
10/27/2015	TRAN001888	0120 to 0017	GJ7279	None \$150.00
Total	Social Activities Revenue			\$150.00
Clothing/Uniform Revenue		41101		
Date	Receipt #		Description	Amount
11/17/2015	CJ1615		0017 DC	\$295.00
1/12/2016	CJ1902		polos/tshirts	\$86.00
2/2/2016	CJ2147		polo	\$84.00
2/26/2016	CJ2464		AICHE Polo	\$226.00
2/26/2016	CJ2464		ck w/incorrect date of 02/2015	(\$28.00)
3/21/2016	CJ2672		AICHE Polo	\$28.00
Total	Clothing/Uniform Revenue			\$691.00
Donation Revenue		42000		
Date	Receipt #		Description	Amount
9/22/2015	CJ1001	Kyle Kutz	I don't know	\$209.95
11/12/2015	CJ1586	David Coyle	mail in	\$760.25
12/8/2015	CJ1771	David Coyle	Merck	\$2,500.00
12/11/2015	CJ1829	Ethan Hult		\$590.00
1/12/2016	CJ1902	David Valente	solvay	\$654.90
2/26/2016	CJ2464	Dave Tapp	Flag	\$25.00
4/19/2016	CJ3029	Eric Kutz	Received in Mail	\$769.00
Total	Donation Revenue			\$5,509.10
Gifts From OUD Revenue		42011		
Date	Receipt #		Description	Amount
8/19/2015	OUD0000601	Phillips 66 Company	GJ7148	None \$2,500.00
10/20/2015	OUD0000608	Chevron Corp.	GJ7264	None \$1,500.00
10/20/2015	OUD0000608	Conoco Phillips	GJ7264	None \$1,000.00
12/8/2015	OUD0000613	Shell	GJ7344	None \$4,000.00
1/6/2016	OUD0000619	BP Corp North America, Inc	GJ7384	None \$1,500.00
2/25/2016	OUD0000624	Dow Chemical Company	GJ7476	None \$1,500.00
2/25/2016	OUD0000625	Ms. Emily Clark	GJ7477	None \$25.00
Total	Gifts From OUD Revenue			\$12,025.00

Total	Receipts	\$19,159.57
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Expenses

Postage Expense

Date	Check #	Payee
1/14/2016	0164747	Dainius Volertas

Total Postage Expense

Equipment Purchase Expense

Date	Check #	Payee
9/16/2015	0160495	Joseph Zolnowski
12/7/2015	0163867	Kunal Patel

Total Equipment Purchase Expense

Awards And Gifts Expense

Date	Check #	Payee
4/25/2016	0169394	Dainius Volertas

Total Awards And Gifts Expense

Clothing/Uniforms Expense

Date	Check #	Payee
12/10/2015	0164073	Sports Paradise
12/11/2015	0164122	Erik Kurtz
3/4/2016	0166928	Sports Paradise
4/21/2016	0169179	Collegiate Pride Inc

Total Clothing/Uniforms Expense

Registration/Tournament Exp

Date	Check #	Payee
8/4/2015	0159841	William Muzika
10/1/2015	0161041	Geno Leone
2/10/2016	0165755	Geno Leone

Total Registration/Tournament Exp

Social Expense

Date	Check #	Payee
9/9/2015	0160312	Quoc Tran
9/16/2015	0160482	Ethan Huhn
9/21/2015	0160635	David Coyle
9/24/2015	0160763	Rick DiAgostino
9/24/2015	0160786	David Coyle
9/24/2015	0160786	David Coyle
9/25/2015	0160871	Erik Kurtz
9/25/2015	0160872	Quoc Tran
10/13/2015	0161493	Quoc Tran
10/16/2015	0161668	Erik Kurtz
10/19/2015	0161730	David Coyle
10/19/2015	0161756	Kylie Kinlough
10/27/2015	0162094	Ethan Huhn
10/27/2015	0162095	David Coyle
11/5/2015	0162558	Ethan Huhn
11/5/2015	0162559	Dainius Volertas
11/5/2015	0162569	Quoc Tran
11/11/2015	0157384	Erik Kurtz
11/24/2015	0163451	Erik Kurtz
11/24/2015	0163465	Adam Uliana
12/11/2015	0164111	David Coyle
12/11/2015	0164123	Quoc Tran
1/14/2016	0164747	Dainius Volertas
3/14/2016	0167084	Quoc Tran
4/14/2016	0168774	Dainius Volertas
4/20/2016	0169003	Quoc Tran
4/20/2016	0169022	Kylie Kinlough
4/25/2016	0169403	Quoc Tran

Total Social Expense

50120

PO #

Inv #

Description

Amount

\$35.29

0017 DV 1 food, shipping

50140

PO #

Inv #

Description

Amount

\$137.77

0017 JZ 9/ canopy for corp sponsor event

\$56.98

0017 KP 1 flag, flag pole

\$194.75

50225

PO #

Inv #

Description

Amount

\$31.18

0017 DV 4 officer thank you cards

\$31.18

50250

PO #

Inv #

Description

Amount

\$1,450.00

0017 SP 1 inv 5616 polos

\$169.00

0017 EK 1 tshirts

\$435.00

0017 SP 2/inv 5762 polos

\$1,485.62

0017 CP 4/inv 54214 jackets

\$3,539.62

50251

PO #

Inv #

Description

Amount

\$75.00

0017 WM regionals conf registration

\$110.00

0017 GL 9 IM flag football, volleyball

\$55.00

0017 GL 2 IM basketball

\$240.00

50500

PO #

Inv #

Description

Amount

\$175.35

0017 QT 9 event food

\$15.12

0017 EH 9 water for event

\$74.15

0017 DC 9 tailgate coffee

\$283.11

0017 RD 9 tailgate Solvay food

\$219.95

0017 DC 9 pizza for infosession

\$345.43

0017 DC Panera, Jimmy Johns

\$21.17

0017 EK 9 resume CDs

\$335.11

0017 QT 9 food for tailgate, parking pass

\$32.48

0017 EK 1 food

\$4.54

0017 DC 1 Linde tailgate food, Solvay pizza

\$414.12

0017 KK 1 event food

\$39.94

0017 EH pizza for infosession

\$194.74

0017 DC fall picnic food

\$158.44

0017 EH 1pizza

\$143.28

0017 DV tailgate food

\$473.00

0017 QT tailgate parking, food

\$92.94

0017 EK 4 stale dated

(\$101.20)

0017 EK 1 food, mail, Fenske mugs

\$288.18

0017 AU 1 outreach supplies

\$27.18

0017 DC 1pizza for meeting

\$201.84

0017 QT 1 tailgate parking, pizza

\$91.91

0017 DV 1food, shipping

\$264.58

0017 QT 3 alumni career panel food

\$100.15

0017 DV 4pizza

\$101.40

0017 QT 4spr picnic, food

\$70.38

0017 KK 4spr picnic food

\$173.77

0017 QT 4 blue white game tailgate food

\$54.00

\$4,295.06

Banner Expense

<u>Date</u>	<u>Check #</u>	<u>Payee</u>	<u>PO #</u>	<u>Inv #</u>	<u>Description</u>	<u>Amount</u>
2/7/2015	0163867	Kunal Patel			0017 KP 1 flag, flag pole	\$333.95
Total		Banner Expense				\$333.95

Travel-Transportation Expense

<u>Date</u>	<u>Check #</u>	<u>Payee</u>	<u>PO #</u>	<u>Inv #</u>	<u>Description</u>	<u>Amount</u>
11/24/2015	0163428	Andrew Osheka			0017 AO 1 natls registration, flight	\$83.75
11/24/2015	0163440	Trevor Hankins			0017 TH 1 natls registration, flight	\$83.75
11/24/2015	0163441	Dainius Volertas			0017 DV 1 natl reg, flight	\$83.75
11/24/2015	0163480	Haonan Xu			0017 HX 1 natls flight	\$92.22
11/24/2015	0163481	Nolan O'Connor			0017 NO 1 natl reg, flight	\$146.95
11/24/2015	0163482	Andrew Taveras			0017 AT 1 natls reg, flight	\$83.75
11/24/2015	0163483	Katie Legenski			0017 KL 1 natls reg, flight	\$93.92
Total		Travel-Transportation Expense				\$668.09

Travel-Lodging Expense

<u>Date</u>	<u>Check #</u>	<u>Payee</u>	<u>PO #</u>	<u>Inv #</u>	<u>Description</u>	<u>Amount</u>
12/2/2015	0163519	Joelle Khouri			0017 JK 1 natls room	\$56.70
Total		Travel-Lodging Expense				\$56.70

Travel-Registration Expense

<u>Date</u>	<u>Check #</u>	<u>Payee</u>	<u>PO #</u>	<u>Inv #</u>	<u>Description</u>	<u>Amount</u>
11/11/2015	0157532	Sai Lap Jacky Lau			0017 SL 4/stale dated	(\$75.00)
11/11/2015	0157913	Andrew Osheka			0017 AO 4stale dated	(\$75.00)
Total		Travel-Registration Expense				(\$150.00)

Parking Expense

<u>Date</u>	<u>Check #</u>	<u>Payee</u>	<u>PO #</u>	<u>Inv #</u>	<u>Description</u>	<u>Amount</u>
9/16/2015	0160487	Quoc Tran			0017 QT 9 parking for corp sponsors event	\$34.00
10/13/2015	0161493	Quoc Tran			0017 QT 1 tailgate food, parking	\$68.00
11/5/2015	0162569	Quoc Tran			0017 QT tailgate parking, food	\$34.00
11/24/2015	0163453	Quoc Tran			0017 QT 1 tailgate parking	\$51.00
12/11/2015	0164123	Quoc Tran			0017 QT 1 tailgate parking, pizza	\$34.00
Total		Parking Expense				\$221.00

Total Expenses**\$9,465.64**

Associated Student Activities

Year To Date Transactions For

Amer Inst of Chemical Engr-No Specific Activity
 Account Number 0017 Fund Type Unrestricted
 0017-30-00-0

Balance:	7/1/2016	\$20,286.46
Balance:	9/14/2016	\$20,946.14

Receipts

Organizational Interest Rev

40001

Date	Receipt #	Description	Amount
7/31/2016	TRAN002132	ADB \$20286.46 Rate .16201%	\$2.78
8/31/2016	TRAN002143	ADB \$19644.9 Rate .16201%	\$2.70
Total	Organizational Interest Rev		\$5.48

Gifts From OUD Revenue

42011

Date	Receipt #	Description	Amount
9/13/2016	OUD0000657	Chevron Corporation	\$1,500.00
Total	Gifts From OUD Revenue		\$1,500.00
Total	Receipts		\$1,505.48

Expenses

Clothing/Uniforms Expense

50250

Date	Check #	Payee	PO #	Inv #	Description	Amount
8/5/2016	0171300	Collegiate Pride Inc		0017 CP 8/inv 55358 jackets		\$739.80
Total	Clothing/Uniforms Expense					\$739.80

Registration/Tournament Exp

50251

Date	Check #	Payee	PO #	Inv #	Description	Amount
9/2/2016	0171618	Geno Leone		0017 GL 9 IM soccer		\$55.00
Total	Registration/Tournament Exp					\$55.00

Parking Expense

80550

Date	Check #	Payee	PO #	Inv #	Description	Amount
9/2/2016	0171619	Kylie Kinlough		0017 KK 9Kent state tailgate parking		\$51.00
Total	Parking Expense					\$51.00

Total Expenses **\$845.80**

Associated Student Activities

Year To Date Transactions For

Amer Inst of Chemical Engr-No Specific Activity
 Account Number 0017 Fund Type Unrestricted
 0017-30-00-0

Balance:	7/1/2016	\$20,286.46
Balance:	9/14/2016	\$20,946.14

Receipts

Organizational Interest Rev

40001

Date	Receipt #	Description	Amount
7/31/2016	TRAN002132	ADB \$20286.46 Rate .16201%	\$2.78
8/31/2016	TRAN002143	ADB \$19644.9 Rate .16201%	\$2.70
Total	Organizational Interest Rev		\$5.48

Gifts From OUD Revenue

42011

Date	Receipt #	Description	Amount
9/13/2016	OUD0000657	Chevron Corporation	\$1,500.00
Total	Gifts From OUD Revenue		\$1,500.00
Total	Receipts		\$1,505.48

Expenses

Clothing/Uniforms Expense

50250

Date	Check #	Payee	PO #	Inv #	Description	Amount
8/5/2016	0171300	Collegiate Pride Inc		0017 CP 8/inv 55358 jackets		\$739.80
Total	Clothing/Uniforms Expense					\$739.80

Registration/Tournament Exp

50251

Date	Check #	Payee	PO #	Inv #	Description	Amount
9/2/2016	0171618	Geno Leone		0017 GL 9 IM soccer		\$55.00
Total	Registration/Tournament Exp					\$55.00

Parking Expense

80550

Date	Check #	Payee	PO #	Inv #	Description	Amount
9/2/2016	0171619	Kylie Kinlough		0017 KK 9Kent state tailgate parking		\$51.00
Total	Parking Expense					\$51.00
Total	Expenses					\$845.80

Attachment 2

Previous EUC Allocation Submissions

Event	Year	Money Received
AIChE Regional Conference	Spring 2015	\$1520.44
AIChE Annual Student Conference	Fall 2015	\$760.25
AIChE Regional Conference	Spring 2016	\$769.00

Attachment 3

Organization Profile:

Years of activity at Penn State: 50+ years (chartered in 1950)

Main purpose: We strive to enhance the academic, professional, and social experience of chemical engineering students, from freshman to seniors.

Benefit to active members: Access to various events for academic enrichment and professional development, as well as many opportunities to meet other current chemical engineering students. Membership in Penn State AIChE is a fantastic way for chemical engineering students to learn about various industries and their options after graduation as well as to meet corporate recruiters and to find resources to find academic success during their time at Penn State.

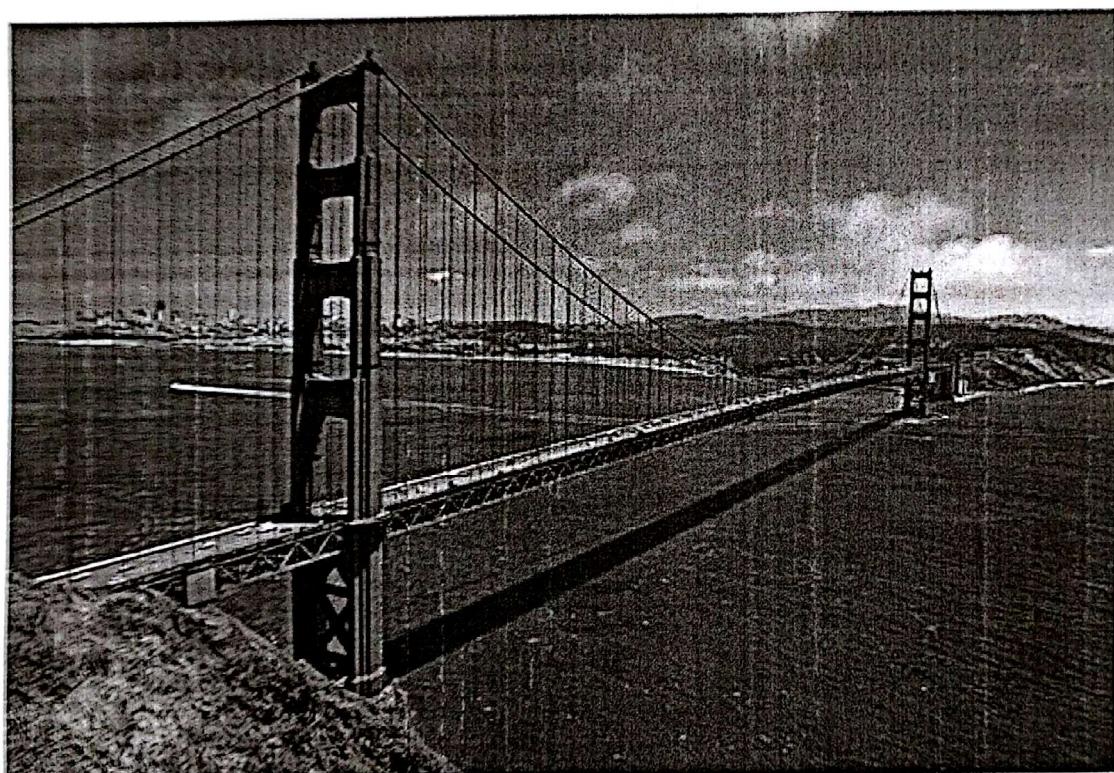
Benefit to overall engineering/Penn State community: By helping chemical engineering students find success during their time at Penn State and after graduation, Penn State AIChE is helping to shape engineers who positively reflect on our university. AIChE has also partnered with other engineering organizations (e.g. ASME and EWB) on several events, through which we have been able to exchange information and ideas for club development as well as form connections with the engineering community at Penn State that will hopefully be fruitful and lasting.

Main Activities:

AIChE's main activities include corporate info sessions, "lunch and learns", advising for scheduling, and other social events (e.g. IM sports, tailgates, etc.) to connect with other chemical engineering students. AIChE generally organizes 1-3 events per week.

*more conference information available here***Attachment 4**[AIChE](#) | [CCPS](#) | [SBE](#) | [CEI](#) | [IfS](#) | [Giving](#) | [Academy](#) | [Engage](#)The Global Home of Chemical Engineers**SEARCH****MENU**

Conferences & Events

2016 Annual Student Conference

2016 Annual Student Conference

November 11-14, 2016**Hilton San Francisco Union Square, San Francisco, CA**

The Annual Student Conference is four days of career information, social events, competitions, and fun. Student engineers from more than 150 schools celebrate the Chemical Engineering profession, along with young professional members, AIChE leaders, and industry professionals from numerous engineering specialties. Students are able to meet new friends and discover the exciting benefits of AIChE membership.

Attachment 5

Member Name	Year
Joelle Khouri	Senior
Lucas Nugent	Sophomore
Natalie Morrissey	Junior
Aditya Kalgutkar	Junior
Adam Uliana	Senior
Mark Wohlpart	Senior
Anirudh Nambiar	Senior
Peter Martin	Senior
Haonan Xu	Junior
Megan Menzel	Freshman
Ryan Funk	Sophomore

Attachment 6

There are many benefits to attending the AIChE Annual Student Conference, including:

Improving the out-of-class experience for students. While learning technical matter through our classes is crucial to our future as chemical engineers, opportunities to enhance this classroom knowledge by learning about the impact and real-world applications of this technical matter are also important. At this conference, students will hear from leaders in industry about the current state of chemical engineering. These professionals will also help students make connections between their classwork and the “real world” by discussing, for example, what happens when the assumptions we make in class are not valid or how the equations we learn in class actually help to accomplish something in industry.

Professional development on a personal level. There are workshops held by professionals in industry who will discuss current research and technology in the field, which will be helpful for students in planning which industry they would like to work in after graduation. Other workshops will have leadership advice useful for all students and especially for officers.

New initiatives on a club level. This trip not only benefits the students in attendance, but also impacts student members of Penn State’s student chapter of AIChE, as well as all chemical engineering students. At the conference, our representatives will be able to learn from the successes and failures of other student chapters, as well as sharing our own experiences. In the past, we have implemented many new ideas--which impact our club and all the chemical engineering students as a whole--due to conversations with other student chapters. We are excited to see what we will learn this year.

Research reputation. As a research university, it is crucial for Penn State to maintain its reputation as a leader in engineering research. In the past, we have not had a strong showing in the poster competition, which reflects poorly on our department and our university as a whole. We have been working to improve this; last year, one student won a 2nd place award for her poster presentation in her research category. We have one student who won best paper at the last spring’s regional conference; he is therefore advancing to the competition at the national conference. Additionally, we have 6 other students who will be presenting their research at this year’s poster competition

Attachment 7

KAYAK Hotels Flights Cars Packages Activities More ▾

SCE ↔ SFO Nov 11 → Nov 14 Economy 6 travelers Change

273 of 419 flights Friday Monday cabin travelers

Advice: BUY Learn more ⓘ Create a price alert

Stops

- nonstop
- 1 stop \$475
- 2+ stops \$477

Times

Take-off State College (SCE) Fri 6:00a - 8:30p

Take-off San Francisco (SFO) Mon 12:00a - Tue 12:00a

Show landing times ▾

Airlines

Carrier | Alliance

- American Airlines \$486
- Delta \$495
- Major Airline \$475
- United \$486

Show operators

Booking Providers

- American Airlines \$486
- Delta \$495
- United \$486

More filters ▾

Shared Flight

\$486 American Airlines  8:40a SCE → 1:45p SFO 10h 05m 1 stop (PHL)
10:05p SFO → 11:13a SCE 10h 08m 1 stop (PHL)

View Deal Hide details

Air Wisconsin AS American Eagle operates flight 4035, Piedmont Airlines AS American Eagle operates flight 4783.

Book

Booking site	Cost per ticket	Total
American Airlines	\$486	\$2912

Select 14 return flight itineraries include this departure

Depart — Fri, Nov 11 10h 05m

6:40a — 7:39a Economy 0h 59m
State College (SCE) — Philadelphia (PHL)
American Airlines 4035 · Regional Jet · Canadair Regional Jet
Operated by Air Wisconsin AS American Eagle

Change planes in Philadelphia (PHL) 2h 41m

10:20a — 1:45p Economy 6h 25m
Philadelphia (PHL) — San Francisco (SFO)
American Airlines 656 · Narrow-body jet · Airbus A321-100/200

Select 12 departure itineraries include this return flight

Return — Mon, Nov 14 10h 08m

10:05p — 6:10a Lands Tue, Nov 15 Economy 5h 05m
San Francisco (SFO) — Philadelphia (PHL)
American Airlines 434 · Narrow-body jet · Airbus A321-100/200

Change planes in Philadelphia (PHL) Long layover 3h 55m

10:05a — 11:13a Economy 1h 08m
Philadelphia (PHL) — State College (SCE)
American Airlines 4783 · Turbo-prop plane · De Havilland Canada DHC-8 Dash 8
Operated by Piedmont Airlines AS American Eagle

Share

Attachment 8



Joelle Khouri <jnkhouri@gmail.com>

Group request HI-SF Downtown - November 11-14, 2016 - 17ppl - \$43+tax dorm rate

NW Sales Coordinator HIUSA <nwsalescoordinator@hiusa.org>
To: jnkhouri@gmail.com

Mon, Oct 10, 2016 at 1:54 PM

Greetings Joelle,

Thank you for your interest in staying with us. Currently we have space available for your group in our 4-bed dorms and the rate is \$43 + 15% tax (Total is \$49.45) per bed/per night, including continental breakfast, linens and towels. This rate is good for 14 days, so please submit your paperwork to lock in this rate ASAP. All reservations are accepted on a first-come, first-serve basis – we fill up quickly so we advise early booking. Rates and availability are subject to change.

How to book: Please complete and sign the attached paperwork to request space at our hostel. You can fax, email, or mail the form to the address listed on the paperwork. Please include your payment information on the bottom of the form. We will process your request and inform you if space is not available. In order to make a reservation, we'll need a 50% deposit at the time of booking. The final balance is due 30 days prior to arrival. Cancellation/ forfeit policies are listed on the contract. Submitting the paperwork does not guarantee space until it's been confirmed. We have a two-night minimum stay on the weekends (Friday and Saturday included).

Hostel Customs and Traditions: The hostel is open 24 hours. Check in is after 3 p.m. and check out is at 11 a.m. Linens, pillows, towels, and blankets are provided — sleeping bags may not be used. There is no curfew, but quiet hours are between 11 p.m. and 7 a.m.

The group leader is responsible for all reservation details and payments and is the only person permitted to change the contract. We recommend exclusive room use for groups so your group will not have to share rooms with other guests. This requires the purchase of all the beds in a room. Changes are subject to availability and must be confirmed prior to arrival. Please note that we are unable to release room assignments prior to check in, so your stay will go more smoothly if group members can be flexible regarding room assignments.

We welcome group stays and have a long history of working with domestic & international groups, from youth clubs & schools to adult education, church, community & special interest groups. Our mission is to promote world peace and cultural tolerance, especially to young people, and we accomplish this by providing affordable and safe shared accommodations, facilities and activities, in order to encourage our guests to experience San Francisco in traditional and non-traditional ways. We also have a wonderful hostel in Yosemite and if you are interested in staying there we would be more than happy to tell you about our Yosemite Bug hostel.

Please let me know if you have any other questions or if I can assist you in any other way. Please have a look at our website www.sfhostels.com if you haven't done so already. For those groups that are tax exempt, here's the link you need to download the necessary form: <http://sftreasurer.org/sites/default/files/TOT%20Exemption%20Forms.pdf>. We look forward to working with you to create a memorable stay in San Francisco.

Kind regards,

Liam

Liam McEvoy

Group Sales Coordinator

Hostelling International

San Francisco, Marin Headlands, Sacramento

1212 Market St. / Suite 310 / SF, CA 94102

Phone: 1-877-GO-HOSTEL (1-877-464-6783)

www.NorCalHostels.org

2 attachments

 **Downtown Accommodation.pdf**
393K

 **Downtown group reservation request.pdf**
368K

Registration Information for 2016 AIChE Annual Student Conference

Share Like 36 G+ 0 Tweet

Annual Student Conference registration also includes registration to the Annual Meeting from November 13-18, 2016

[Register Now](#)

Registration Categories	Early-bird (Through 10/3)	Standard (Through 11/9)	On-Site
Member	\$95	\$109	\$125
Non-Member	\$125	\$139	\$155

All registration rates are in USD and end at 11:59pm EST on the day displayed above.

Cancellations called in at 800 242 4363 or emailed to customerservice@aiche.org no later than October 30, 2016, 11:59pm EST will receive a full refund less \$25 in processing charges. After October 30, no full registration refunds will be given.



Featured Events

Quick Links

- Recruit with AIChE
- Registration Information
- Hotel Information
- Code of Conduct

[Translate this page](#)

[Select Language](#)

Attachment 10

UPAC TRAVEL ALLOCATION

Organization: American Institute of Chemical Engineers Date: 10/5/2016
Event Title: AIChE Annual Student Meeting ASA: 17
Date and Location: 11/11/2016 at San Francisco, CA Allocation Room: Hetzel
Org. Contact: Joelle Khouri Phone: 484-320-0402
UPAC Contact: Libby Powell Email: jnk5186@psu.edu

UPAC has allocated the following amount: \$5,000.00 towards expenses for the AICE Conference. Any additional expenses are the responsibility of the student organization.

ITEM	REQUESTED	ALLOCATED
70010 Transportation Expenses Air Fare (Tickets) 12 at \$328.50 per student rate	\$ 7,884.00	\$ 3,942.00
70020 Lodging Expenses Hotel Rooms 12 students x 3 nights contribution	\$ 2,700.00	\$ 1,058.00
70030 Registration Expenses Students 12 students X \$0.00	\$ 1,710.00	\$ 0.00
Grand Total	\$ 12,294.00	\$ 5,000.00

Rationale

Total Students Traveling: 12

1. Funds will not be released until documentation showing confirmed transportation arrangements and a completed University Travel Registration form are submitted to 201 HUB Robeson Center. Once this information is received the UPAC allocation letter will be released to the ASA office.
2. Complete the attached Student Travel Registration form. Attach all confirmed transportation documentation to the form. Confirmation must include: student name, date purchased, price, and confirmation number.
3. If you do not submit this information prior to the travel day you will be ineligible for reimbursement from UPAC (restricted) and unrestricted ASA Accounts for the travel experience.
4. Notify UPAC of any changes in the roster. If the number should decrease the allocation will be adjusted to reflect the correct information. This information must be submitted no less than three (3) days prior to the date of departure.
5. If traveling by air, and tickets are purchased within (6) days from the date of notification and there is an increase in airfare, UPAC may consider adjusting the allocated airfare within the current UPAC policies. If the ticket is booked after the six (6) days, all increases in airfare are the responsibility of the student(s) and/or student organization. Any adjustments to the airfare will made upon receipt of the Student Travel Registration form.
6. Students must submit boarding passes to the UPAC office within five (5) academic days of the return of their trip. Failure to do so could result in the ticket being treated as an unused ticket and could result in the reimbursement of allocated funds to UPAC.
7. If a student should cancel or choose not to attend, therefore wasting an airfare, the student organization account will be charged for the amount of the unused ticket.
8. Based on information provided the committee determined 12 students to be adequate representation of Penn State students at the conference.
9. This allocation is based on the UPAC travel cap of \$5,000.00 per academic year and the priorities of the student organization.
10. The committee determined that 12 students was adequate representation based on the number of the concurrent sessions obtained from the information provided during the review and written request.

UPAC Chair -Michael Hoeschele, Jr.

For questions regarding your allocation please contact UPAC at 814 863 8951 or 208 HUB Robeson
For questions regarding accessing your funds please contact ASA at 814 865 1947 or 240 HUB Robeson

Attachment 11

Rationale for total request for travel:

As shown on the Travel Expense Information sheet, expenses total to \$7,958.85. UPAC has allocated our organization \$5000 and we will be receiving \$1000 from the Department of Chemical Engineering for a total of \$6000, but this does not cover the entire expenses; therefore, we are requesting from EUC the total amount of expense minus our current funding (\$1,958.85).