



## Project Proposal / Request Form

|                         |   |
|-------------------------|---|
| PROPOSAL FOR YEAR(s):   | 2019  |
| PROJECT PROPOSAL TITLE: | Travel for ERDBA USDBF Directors to attend USDBF AGM - Philly or DC |
| SUBMITTER NAME:         | Ellen Law   |
| SUBMITTER CLUB:         | ERDBA Officer   |

### About this project

**ACTION** - (The HOW) describe how to get this done:

- Cover Travel expenses for all three ERDBA-based USDBF Directors to attend USDBF AGM in Philly or DC

**DESCRIPTION** - (The WHAT) describe the project and scope:

- Travel, housing, and meals for 2 nights and 2 days for 3 ERDBA directors (Arrival Friday night, depart Sunday)

**BENEFIT TO ERDBA** - (The WHY) list benefit(s) to ERDBA and/or Members:

- Provide ERDBA's USDBF directors an opportunity to have a face-to-face with the USDBF Board of Directors and Officers. Easier means to conduct full day of meetings.

**REQUIREMENTS** - (The NEED) list support needed to initiate and complete project:

- Early approval provides opportunity to secure cheaper flights.

### Operational Budget

**REVENUE** - estimated number of attendees, fee to charge and gross revenue to host and/or ERDBA: ZERO

**EXPENSES** - estimated expenses, costs:

- Room with 1 director: Expenses capped at \$950/\$1100, room with 2 directors: expenses capped at \$600/\$800 each, for 2 night stay (flights estimated at \$280-340, 2 rooms at \$170-250/night, meals at \$65/person/day, \$30/day airport parking, \$30-40/trip for Uber)

**NET ANNUAL BUDGET IMPACT TO ERDBA** - \$2,150-Philly/\$2700-DC

### Project Details / Logistics

**SITE** - Project Location:

- TBD in Philly / Wharf Marine Police meeting room

**EQUIPMENT REQUIRED:**

- none

**DATE(s)** (please try not to conflict with area member events):

- Event date: February 23, 2019 (travel-2/22, return 2/24)

**Other Comments:** none

*Paper*  
*Ellen Law 11/3/18*  
*Sam LeWally 11/3/18*  
*Jef Akase 11/3/18*

Director *✓* *12/4*

Confirmed by Exec Officer:

Circle Vote: Yes No Abstain Reason for "No" vote: