



Project Proposal / Request Form

PROPOSAL FOR YEAR(s):	2017
PROJECT PROPOSAL TITLE:	ERDBA Directors attending USDBF AGM (2/25/17)
SUBMITTER NAME:	Ellen Law
SUBMITTER CLUB:	NJDBC

About this project

ACTION – (The HOW) describe how to get this done:
Cover travel expenses for all three ERDBA Directors to attend the USDBF AGM in Montgomery, Alabama 2/25/17.
DESCRIPTION – (The WHAT) describe the project and scope:
Travel, housing, and meals for 2 nights and 2 days for 3 ERDBA directors departing from Pittsburgh, DC and Newark Airports.
BENEFIT TO ERDBA - (The WHY) list benefit(s) to ERDBA and/or Members:
Provide ERDBA directors an opportunity for a face-to-face with the USDBF BOD 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:
0
EXPENSES – estimated expenses, costs:
Capped at \$850 per Director for 2 night stay. (flights estimated at \$325-450, 2 rooms at \$150/night each, meals of \$65/person/day, \$100 car/gas, \$30 car park, \$50 baggage)
NET BUDGET IMPACT TO ERDBA - estimated:
\$2,550 (2 day), \$1905 (1 day)

Project Details / Logistics

SITE – Project Location:
na
EQUIPMENT REQUIRED:
na
DATE(s) (please try not to conflict with area member events):
Event date: 2/25/17 (travel = 2/24, return 2/26)
Other Comments: