

# ASI Associated Students, Inc.

## Funding Request Form

...For the Students, by the Students!

### 2018-19

#### Necessary Documents:

- Event Flyer w/ ASI Logo
- CSI Event Reg. Form
- Estimates / Food Permits
- Event Estimates / Invoices

#### Contact

Officer Name:

Officer Title:

Address:

City/State/Zip:

Phone & Email:

Officer Signature: 

#### Organization

Club/Organization: Formula SAE

Event Title: Formula SAE Lincoln

Date(s) of Event: 6/17/19 - 6/23/19 Semester Spring

Location of Event: Lincoln, Nebraska

Expected Total Attendance: 4000

Expected Attendance of Cal State LA Students: 12

#### Event Description and Total Cost Breakdown

Briefly describe the event:

Formula SAE is an engineering student design competition that challenges students application of theories learned in class. The team is tasked with developing and constructing a single seat race car and will be judged against other universities on best overall design, construction, performance, and cost.

Is the event open to all Cal State LA students?: Yes

How will this program enhance the Cal State LA experience?:

Formula SAE is a global competition. Schools are ranked based on presentation and performance. Teams ranked amongst the top are highly recognized and enhance their school's image overall.

#### Hospitality

| Description          | Amount     |
|----------------------|------------|
| Hotel Lodging        | \$3,500.00 |
| Vehicle Rental       | \$1,500.00 |
| Round Trip Fuel Cost | \$3,500.00 |
|                      |            |

#### Honoraria/Contracts

| Description | Amount |
|-------------|--------|
|             |        |
|             |        |
|             |        |

#### Marketing

| Description | Amount |
|-------------|--------|
|             |        |
|             |        |
|             |        |

#### Other

| Description           | Amount      |
|-----------------------|-------------|
| Registration          | \$2,300.00  |
| Cost of Competing Car | \$18,000.00 |
| Spare Parts           | \$5,000.00  |
| Cost of Tooling       | \$2,000.00  |

#### Event Summary

Total Cost of Event: \$35,800.00

Amount Requested from ASI: \$3,000.00

Amount from other sources: \$32,800.00

What other resources are you employing for this event?

ECST IRA Budget  
Sponsorships  
Fundraising

#### For Office Use Only • Do Not Write Below

#### Important:

- (1) *All Funding Request Forms must be turned in by 12 PM Friday, the week before the Funding Sub-Committee Meetings.*
- (2) *Additionally, funding request forms must be turned in no less than 10 business days (2 weeks) prior to the event.*
- (3) *Deadline for Request for Payment or Purchase Order (RPP) is 15 days after the event.*

All forms must have a Time Stamp and

staff initial: SK

7/18/19 4:42:43

# STUDENT ORGANIZATION EVENT REGISTRATION FORM

COMPLETED



This form must be completed 10 business days prior to the event date. Reservations for on campus events will not be confirmed unless this form has been completed. No publicity may be distributed or posted online until this form has been submitted for off campus events or until the reservation confirmation process has been completed for on campus events. **Signatures must be completed in blue or black ink.**

NAME OF ORGANIZATION: Formula SAE PHONE: [REDACTED] DATE: 3/4/2019  
 EVENT CONTACT NAME: [REDACTED] EMAIL: [REDACTED]  
 NAME OF EVENT: Formula SAE Nebraska Competition LOCATION: Lincoln Airpark, Nebraska  
 EVENT DATE: 6/19/19-6/22/19 BEGIN TIME: 8:00am END TIME: 8:00pm ESTIMATED ATTENDANCE: 11

TYPE OF ACTIVITY (THE UNIVERSITY'S GENERAL RELEASE WILL BE REQUIRED FOR CERTAIN EVENTS.)

PROCEEDS TO BENEFIT     EDUCATIONAL PROGRAM     SPIRITUAL PROGRAM     RECREATIONAL PROGRAM  
 DANCE/PARTY     SOCIAL PROGRAM     COMMUNITY SERVICE     CONFERENCE/CONVENTION  
 OTHER: Competition     SPEAKER/PANEL

WILL YOUR EVENT INCLUDE ANY OF THE FOLLOWING? (PLEASE CHECK ALL THAT APPLY)

SPORTS ACTIVITY OR COMPETITION     BEACH/FOREST/PARK CLEAN-UP     INTERNATIONAL TRAVEL  
 BONFIRE     INDOOR/OUTDOOR COOKING     DOMESTIC TRAVEL  
 AMPLIFIED SOUND     ANIMALS

PLEASE DESCRIBE THE EVENT BELOW (INCLUDE ALL ACTIVITIES):

Formula SAE is part of the BCST College. We will be taking our vehicle to compete in our annual competition. The vehicles race on a on-road course designated by SAE International.

HOW WILL YOU MARKET THIS EVENT? (CHECK ALL THAT APPLY)

PRINTED POSTCARDS     PRINTED POSTERS/FLIERS     SOCIAL MEDIA: Instagram: @csula\_fsae     OTHER: [REDACTED]

WHO WILL BE INVITED? (CHECK ALL THAT APPLY):

STUDENT ORG. MEMBERS     CAL STATE LA COMMUNITY     OTHER COLLEGES & UNIV.     GENERAL PUBLIC     GUEST LIST

Events intended for the general Cal State LA campus will be listed in the Student Organization Calendar of Events distributed in a bi-weekly email by the Center for Student Involvement.     NO, I DO NOT WISH FOR MY EVENT TO BE POSTED.

WILL THE EVENT HAVE AN ADMISSION CHARGE, REGISTRATION FEE, OR RAISE ANY PROCEEDS TO BENEFIT THE ORGAZNIZATION? (If yes, please complete statement regarding proceeds to benefit transactions on the back of this form)     NO     YES

WILL A MOVIE BE SHOWN?     NO     YES (If yes, please attach written proof of viewing rights.)

WILL THE EVENT HAVE SECURITY?     NO     YES If yes, please explain [REDACTED]

WILL FOOD BE SERVED AT THE EVENT?     NO     YES

IF YES, WHO WILL PROVIDE THE FOOD?     UNIVERSITY CATERING     OTHER: Formula SAE International

A completed food permit is required for all on-campus events with food unless the food is provided by University Catering.

WILL ALCOHOL BE PRESENT AT THE EVENT?     NO     YES. Please attach a completed request to serve alcoholic beverages. (This form may take up to two weeks for review and possible approval.)

WILL THE EVENT BE HELD IN A RESTAURANT/VENUE WHERE ALCOHOL IS AVAILABLE?     NO     YES    Initials: [REDACTED] PLEASE LIST 2 TIPS and SVPT TRAINED MEMBERS ON PAGE 2. If so, please affirm organization members and guests will not consume alcohol.

WILL OFF-CAMPUS MEDIA BE NOTIFIED ABOUT THE EVENT (NEWSPAPER, TV, RADIO, ETC.)?     NO     YES, PLEASE PROVIDE WHO WILL BE INVITED ON PAGE 2.

DOES THE STUDENT ORGANIZATION WANT TO PURCHASE SPECIAL EVENT INSURANCE FOR THIS EVENT?     NO     YES

Please be aware that student organization events are not covered for liability or other damages by California State University, Los Angeles or the University-Student Union. Student organization officers or the advisor may be held personally liable. If the student organization would like to purchase Special Event Insurance for a particular event, please contact CSI.

RECEIVED

BY: [Signature]

# STATEMENT REGARDING PROCEEDS TO BENEFIT TRANSACTIONS

As officers of this recognized student organization at Cal State LA, we affirm that all proceeds raised or assets assigned will be used solely for the benefit of the organization as a whole. Further, it is affirmed that no proceeds or assets of this organizations will accrue to the benefit of any officer, member, or any private person. We also affirm that all proceeds transactions for this event will comply with all University policies and procedures including but not limited to ICSUAM Policy 3141.01 and the Cal State LA Student Organization Funds Administration Policy. Describe the admission charge, registration, participation fee, or any proceeds that will be raised to benefit the organization. Please include how much the organization will be charging for any of these proceeds.

PRESIDENT: [REDACTED] SIGNATURE: *[Signature]* DATE: 3/13/19  
 TREASURER: [REDACTED] SIGNATURE: *[Signature]* DATE: 03/15/19  
 U-SU STUDENT ORGANIZATION ACCOUNT #: \_\_\_\_\_ or APPROVED EXEMPT STATUS: CSI VERIFICATION \_\_\_\_\_

## EVENT GUIDELINES

The following guidelines are provided for the benefit of the student organization. They are intended to be followed completely. Failure to comply with any of the following guidelines may result in disciplinary action taken against the organization including suspension of recognition, events and use of facilities. More information can be found online in the Student Organization Handbook.

**CONDUCT:** The organization assumes full responsibility for the conduct of participants at the event. Any violation of University policy may subject the participants and/or the organization to disciplinary action by the Center for Student Involvement or Student Conduct.

**ALCOHOL:** In accordance with Administrative Procedure 019 - Alcoholic Beverages, any event (on or off campus) that involves the consumption of alcoholic beverages requires authorization from the University. Your organization must complete and submit a Request to Serve Alcoholic Beverages form in addition to this Event Registration Form. Please allow at least 3 weeks for this form to be reviewed by the University. Approved alcohol consumption events and events held where alcohol is available (but will not be consumed) require at least two TIPS certified members and two Sexual Violence Prevention & Resources Trained (SVPT) members to be in attendance of the entire event. Additional guidelines may be enforced.

**PUBLICITY:** All publicity material must comply with University Administrative Procedures AP P003 and AP P007. All printed marketing to be used for marketing registered events are required to be stamped by CSI prior to their approved posting. Stamps can be obtained after the event has been registered. All printed material may be posted for up to a period of fourteen (14) calendar days. For student organizations, the "POSTING VALID THRU \_\_\_\_" stamp must be clearly visible on the face of the posting.

**GENERAL RELEASE:** If your event will require the use of general release waivers prior to organization member and guest participation, your organization is required to comply with all instructions provided by CSI, including submitting all completed forms and requested documents.

MY SIGNATURE BELOW INDICATES THAT I WILL TAKE RESPONSIBILITY TO ENSURE THAT THE EVENT WHICH MY ORGANIZATION IS SPONSORING WILL FOLLOW ALL GUIDELINES SET FORTH BY THE UNIVERSITY. I ACKNOWLEDGE THAT THIS EVENT AND ANY ASSOCIATED EVENT SPACE RESERVATIONS MAY BE SUBJECT TO CANCELLATION BASED ON MY ORGANIZATION'S RECOGNITION STATUS.

STUDENT ORG. OFFICER'S NAME: [REDACTED] SIGNATURE (PLEASE USE BLUE OR BLACK INK ONLY): *[Signature]* DATE: 3/13/2018  
 ADVISOR'S NAME: [REDACTED] SIGNATURE: *[Signature]* DATE: 3/13/2018

## ACKNOWLEDGMENT - FOR OFFICE USE ONLY

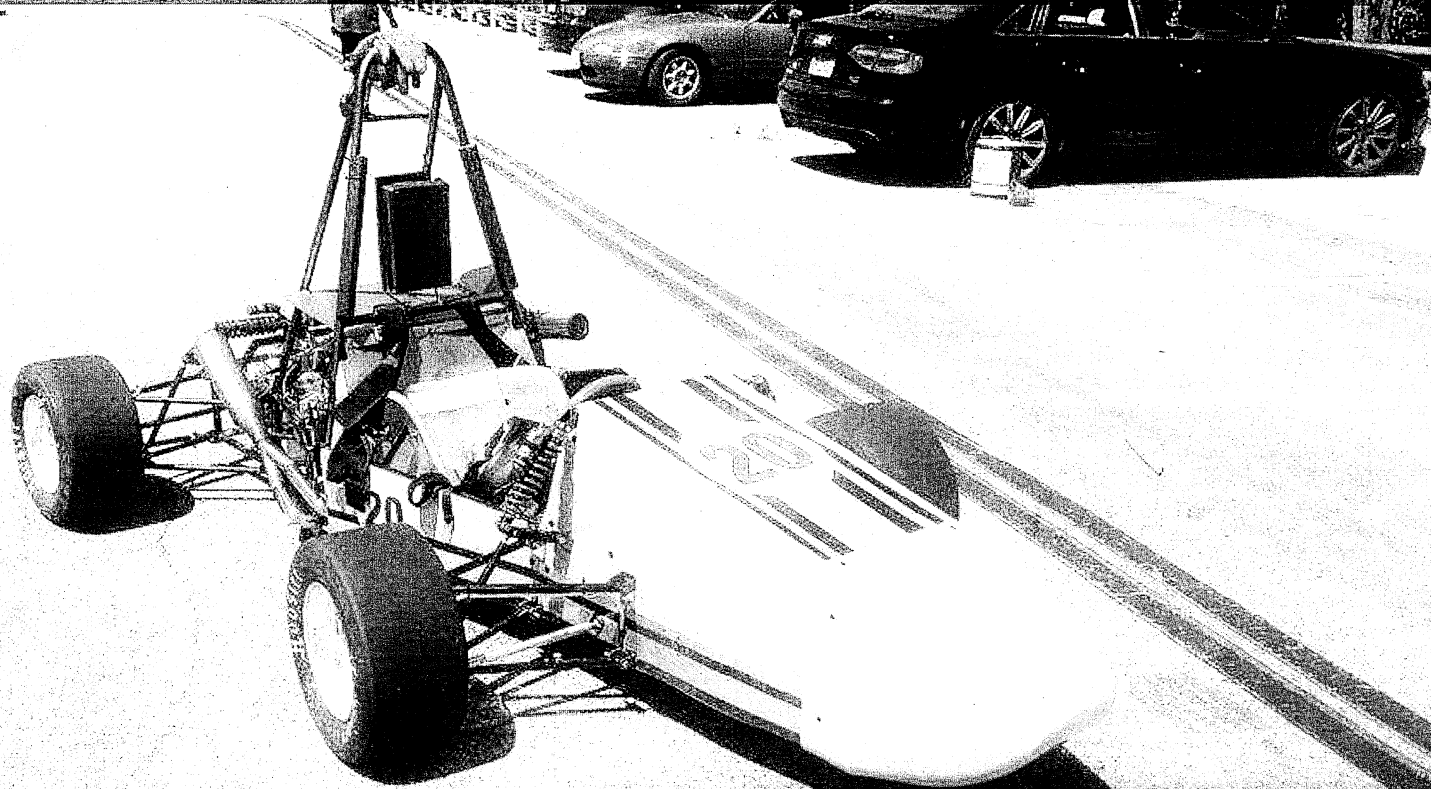
CENTER FOR STUDENT INVOLVEMENT (U-SU 204) SIGNATURE: *[Signature]* DATE: 3-15-19  
 CSI VERIFIES THE ORG. IS RECOGNIZED BY THE UNIVERSITY \_\_\_\_\_  
 ASSISTANT DEAN OF STUDENTS: WELLNESS & ENGAGEMENT \_\_\_\_\_  
 GENERAL RELEASE REQUIRED FOR ALL PARTICIPANTS?  NO  YES DATE REQUIRED: Turned In

### NOTIFICATIONS:

PUBLIC AFFAIRS DATE: \_\_\_\_\_  ATHLETICS DATE: \_\_\_\_\_  
 DEPT. OF PUBLIC SAFETY DATE: \_\_\_\_\_  FACILITIES USE COORDINATOR DATE: \_\_\_\_\_  
 OTHER: \_\_\_\_\_ DATE: \_\_\_\_\_  U-SU BUSINESS OFFICE DATE: \_\_\_\_\_

NOTES OR UPDATES: (TIPS-CERTIFIED/SVPT TRAINED MEMBERS, SOCIAL MEDIA SITES/HANDLES, INVITED MEDIA, ADDITIONAL INFORMATION/REQUIREMENTS)

# Formula SAE Lincoln @ Lincoln, NE | 6/19 - 6/22



IG: [csula\\_fsae](#)

FB: [@calstatelafsaec](#)



**ASSOCIATED STUDENTS, INC.**

THE ACTIVITIES AND OPINIONS PRESENTED ARE NOT NECESSARILY THOSE OF ASSOCIATED STUDENTS, INC.

California State University, Los Angeles  
 CLASS GENERAL RELEASE  
 (FIELD TRIP/OFF-CAMPUS ACTIVITY/TRANSPORTATION)

**NOT AUTHORIZED FOR USE WITH MINORS**

**RELEASE OF LIABILITY, PROMISE NOT TO SUE, ASSUMPTION OF RISK AND AGREEMENT TO PAY CLAIMS**

Activity *(include name of professor and course)*: Formula SAE Competition

The activity is a non Cal State LA related activity in which I am voluntarily participating as a student organization member. The activity has no course affiliation

Activity Date(s) and Time(s): June 19 - 22, 2019

Activity Location(s): Lincoln Nebraska

In consideration for being allowed to participate in this Activity, on behalf of myself and my next of kin, heirs and representatives, I **release from all liability and promise not to sue** the State of California, the Trustees of The California State University, California State University, [Los Angeles] and their employees, officers, directors, volunteers and agents (collectively "University") from any and all claims, **including claims of the University's negligence**, resulting in any physical or psychological injury (including paralysis and death), illness, damages, or economic or emotional loss I may suffer because of my participation in this Activity, including travel to, from and during the Activity.

I am voluntarily participating in this Activity. I am aware of the risks associated with traveling to/from and participating in this Activity, which include but are not limited to physical or psychological injury, pain, suffering, illness, disfigurement, temporary or permanent disability (including paralysis), economic or emotional loss, and/or death. I understand that these injuries or outcomes may arise from my own or other's actions, inaction, or negligence; conditions related to travel; or the condition of the Activity location(s). **Nonetheless, I assume all related risks, both known or unknown to me, of my participation in this Activity, including travel to, from and during the Activity.**

I agree to **hold** the University **harmless** from any and all claims, including attorney's fees or damage to my personal property, that may occur as a result of my participation in this Activity, including travel to, from and during the Activity. If the University incurs any of these types of expenses, I agree to reimburse the University. If I need medical treatment, I agree to be financially responsible for any costs incurred as a result of such treatment. I am aware and understand that I should carry my own health insurance.

I am 18 years or older. **I understand the legal consequences of signing this document, including (a) releasing the University from all liability, (b) promising not to sue the University, (c) and assuming all risks of participating in this Activity, including travel to, from and during the Activity.**

I understand that this document is written to be as broad and inclusive as legally permitted by the State of California. I agree that if any portion is held invalid or unenforceable, I will continue to be bound by the remaining terms.

I have read this document, and I am signing it freely (see attached). No other representations concerning the legal effect of this document have been made to me.



California State University, Los Angeles

**Field Trip Emergency Information Guidelines Form**

The following guidelines are for the collection and retention of emergency information related to a University sponsored field trip. This information shall be retained by the Field Trip Supervisor in-charge of the travel. Additionally, an extra copy shall accompany another State employee and/or University registered volunteer in the event the primary person becomes incapacitated.

The Emergency Information shall contain one or more of the following elements (those indicated by a "\*" are required – PLEASE PRINT):

- \*University Field Trip Supervisor:

[REDACTED]

NAME

- \*Travel participant's name, home address and phone contact number

[REDACTED]

- \*Travel participant's emergency contact name and phone number and relationship of this

[REDACTED]

NAME

0

PHONE NUMBER

RELATIONSHIP

- Travel participant's parent and/or legal guardian's name and phone number (if different from above).

NAME

PHONE NUMBER

- Any special medical condition and/or medication that the travel participant might require special assistance with in the event they become incapacitated (disclosure is voluntary). Please list: None

- Identification of physical limitations that the travel participant might have (disclosure is voluntary).

None

- Name and contact information of travel participant's personal physician.

[REDACTED]

NAME

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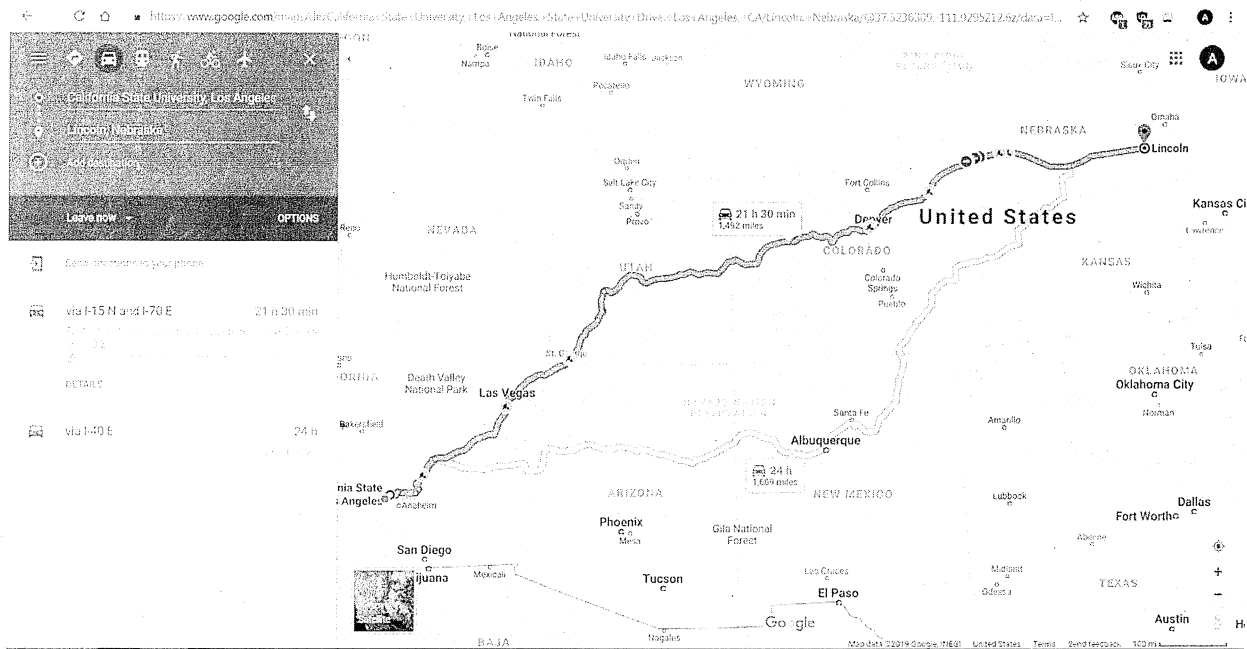
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- Travel participant's parent and/or legal guardian's name and phone number (if different from above). \_\_\_\_\_  
NAME PHONE NUMBER
  
- Any special medical condition and/or medication that the travel participant might require special assistance with in the event they become incapacitated (disclosure is voluntary).  
Please list: N/A
  
- Identification of physical limitations that the travel participant might have (disclosure is voluntary).  
N/A
  
- Name and contact information of travel participant's personal physician.  
\_\_\_\_\_  
NAME PHONE NUMBER

*All information shall be maintained as confidential and only released when deemed appropriate based on the circumstances of the disclosure.*

The aforementioned elements are intended to be a guide to Field Trip Supervisors and there may be the need to gather additional information beyond those elements shown above.



https://www.irs.gov/newsroom/irs-issues-standard-mileage-rates-for-2019

## IRS issues standard mileage rates for 2019

English

IR-2018-251, December 14, 2018

WASHINGTON — The Internal Revenue Service today issued the 2019 optional standard mileage rates used to calculate the deductible costs of operating an automobile for business, charitable, medical or moving purposes.

Beginning on Jan. 1, 2019, the standard mileage rates for the use of a car (also vans, pickups or panel trucks) will be:

- 58 cents per mile driven for business use, up 3.5 cents from the rate for 2018,
- 20 cents per mile driven for medical or moving purposes, up 2 cents from the rate for 2018, and
- 14 cents per mile driven in service of charitable organizations.

The business mileage rate increased 3.5 cents for business travel driven and 2 cents for medical and certain moving expense from the rates for 2018. The charitable rate is set by statute and remains unchanged.

It is important to note that under the Tax Cuts and Jobs Act, taxpayers cannot claim a miscellaneous itemized deduction for unreimbursed employee travel expenses. Taxpayers also cannot claim a deduction for moving expenses, except members of the Armed Forces on active duty moving under orders to a permanent change of station. For more details see [Notice 2019-02](#).

The standard mileage rate for business use is based on an annual study of the fixed and variable costs of operating an automobile. The rate for medical and moving purposes is based on the variable costs.

Taxpayers always have the option of calculating the actual costs of using their vehicle rather than using the standard mileage rates.

A taxpayer may not use the business standard mileage rate for a vehicle after using any depreciation method under the Modified Accelerated Cost Recovery System (MACRS) or after claiming a Section 179 deduction for that vehicle. In addition, the business standard mileage rate cannot be used for more than four vehicles used simultaneously. These and other limitations are described in section 4.05 of [Rev. Proc. 2010-51](#).

[Notice 2019-02](#), posted today on [IRS.gov](#), contains the standard mileage rates, the amount a taxpayer must use in calculating reductions to basis for depreciation taken under the business standard mileage rate, and the maximum standard automobile cost that a taxpayer may use in computing the allowance under a fixed and variable rate plan.

2 vehicles will be used: Toyota Tundra from the school to tow our trailer with competition vehicle and a rental vehicle for transporting the team.

58 cents is the national reimbursement for fuel

Miles to Lincoln, Nebraska from CSULA: 1492 Miles

To and from Lincoln: 1492\*2 = 2984 Mile Trip

# of vehicles\*Total Trip mileage = 2\*2984 = 5968 Total Miles will be driven

Money for fuel = .58\*5968 = \$3461.44

Sign in to book faster

Room 1: 4 Adults, 1 King Bed, Non-smoking

Free internet

Contact name\*

Mobile phone number\*

USA +1

Receive text alerts about this trip. Message and data rates may apply

Special Requests (optional)

Room 2: 4 Adults, 1 King Bed, Non-smoking

Free internet

Contact name

Special Requests (optional)

Room 3: 4 Adults, 1 King Bed, Non-smoking

Free internet

Contact name

Special Requests (optional)



Guests Love It Because of...

"Excellent Location" 89 related reviews

"Good Breakfast" 41 related reviews

3 Rooms: Room, 1 King Bed, Accessible (Shower)

Check-in: Tue, Jun 18

Check-out: Sun, Jun 23

5-night stay

Free cancellation before Sun, Jun 10

Your price summary

|                               |           |
|-------------------------------|-----------|
| Room 1: 4 Adults              | avg/night |
| 5 Nights                      | \$209.00  |
| Taxes & Fees per night        | \$34.44   |
| Room 2: 4 Adults              | avg/night |
| 5 Nights                      | \$209.00  |
| Taxes & Fees per night        | \$34.44   |
| Room 3: 4 Adults              | avg/night |
| 5 Nights                      | \$209.00  |
| Taxes & Fees per night        | \$34.44   |
| <b>Trip Total: \$3,651.60</b> |           |

Rates are quoted in US dollars

Almost there! 3 other people viewing this property right now

Any special requests?

Any accessibility requests?

Room 2 - Adults: 4, Children: 0

2 Queen Beds, Non Smoking

First name\*

Please give us the name of one of the people staying in this room.

Last name\*

Any special requests?

Any accessibility requests?

Room 3 - Adults: 4, Children: 0

2 Queen Beds, Non Smoking

First name\*

Please give us the name of one of the people staying in this room.

Last name\*

Any special requests?

Any accessibility requests?

Add breakfast for only \$468.36 more (for 8 people, 5 nights, including taxes and fees)



Graduate Lincoln

Lincoln, NE, US

Superb 9.2

Hotels.com Guest Rating

Hotels.com Guest Rating

TravelAdvisor Traveler Rating

Hotels.com Guest Rating

Hotels.com Guest Rating

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Step 2: Your details



Beautiful 5BR home in a great location

Lincoln

Entire house 12 guests 5 bedrooms 5 beds 2.5 baths

Great location 100% of recent guests gave the location a 5-star rating.

Great check-in experience 100% of recent guests gave the check-in process a 5-star rating.

Self check-in Check yourself in with the keypad.

You'll love this 5 bedroom home with amazing views of the wetlands. Located in close proximity to I-80 and only a 10 minute drive to Memorial Stadium, it is perfect for families coming to Lincoln for a Husker football game. There are 5 bedrooms with King or Queen sized beds and a large bunk room for the kids. There is a large game room with Football, Air Hockey and an outdoor play set. WiFi is available for all guests. TV. Enjoy the view from the front porch. The...



\$599 per night

★★★★ 12

Dates 06/18/2019 → 06/23/2019

Guests 12 guests

\$599 x 5 nights (2) \$2,995

Cleaning fee (2) \$75

Service fee (2) \$396

Total \$3,466

100%

You won't be charged yet

Price



VEHICLE

12 Passenger Van  
Ford Transit Wagon or similar  
Automatic

Time & Distance 1 Week(s) @ \$ 588.31 / Week

Extra - Time & Distance 1 Day(s) @ \$ 84.16 / Day

Unlimited Mileage Included

TAXES & FEES

Veh Lic Recovery \$ 31.76  
Sales Tax (7.5%) \$ 63.88

Estimated Total \$768.11



Are you a loyalty member? Don't forget to sign in to your Enterprise Plus or Emerald Club account to earn points for this reservation towards your loyalty rewards, and use your profile details to speed through the form below.

\* Required to complete your reservation

Contact Details

First Name \* Last Name \*

Phone Number \*

Email Address \*  
name@domain.com

Sign up for Enterprise Email Specials

By selecting this box, you would like to receive email promotions, surveys and offers from Enterprise Rent-A-Car. Note that your email interactions can be used to perform analytics and produce content & ads tailored to your interests. Please understand that there is no charge and that you can unsubscribe at any time by (i) using the links provided in the emails or (ii) contacting us. Please consult our Privacy Policy and our Cookie Policy to find out more.



Log In

Your Information

Pick-Up  
Los Angeles Downtown, LA1  
Mon, Jun 17, 8:00 AM

Return  
Los Angeles Downtown, LA1  
Mon, Jun 24, 6:00 PM



Passenger Van  
Ford Transit Van or similar  
Automatic Transmission

|                    |            |
|--------------------|------------|
| Base Rate          | \$931.00   |
| Mileage: Unlimited |            |
| Rental Options     | \$0.00     |
| Discount Codes     |            |
| Fees & Taxes       | \$115.34   |
| Estimated Total    | \$1,046.34 |

Modify / View Rental Details

Your Information

First Name

Last Name

Email

Send me email promotions and offers.

Phone (optional)

Feedback



VEHICLES RESERVATIONS SPECIALS SERVICES ABOUT US LOCATIONS CONTACT US (866) 717-6802

Pick Up  
Downtown Los Angeles  
Monday, Jun 17, 2019 @ 9:00 AM

Drop Off  
Downtown Los Angeles  
Monday, Jun 24, 2019 @ 6:00 PM



View all photos

FORD TRANSIT (12-PASS, LOW ROOF)  
Ford Transit (12-pass, low roof)

12 seats

3 bags

Rate Quote

|                   |            |
|-------------------|------------|
| Rental Rate       | \$1,004.99 |
| 1 Week @ \$625.00 | \$825.00   |
| 1 Day @ \$179.99  | \$179.99   |
| Discount          | -\$100.50  |

SUBTOTAL \$904.49

Taxes and Fees  
VLF \$15.92  
Sales Tax \$85.93

Free Mileage 1200 mi

Choose Coverage options and extra charges

|                                 |         |
|---------------------------------|---------|
| ADD COLLISION DAMAGE WAIVER     | \$1200  |
| ADD LIABILITY COVERAGE (RLP)    | \$14.95 |
| ADD LIABILITY COVERAGE (RLP/SL) | \$24.95 |

TOTAL CHARGES \$1,006.34 USD

Additional miles charged at \$0.35 per mile  
All rates are in USD.

Midway Car Rental is subject to state sales tax. The quoted rates do not include any coverage. If you wish to purchase coverage, so you may have a worry-free rental. Midway Car Rental is not responsible for any damage to your vehicle or any other property.



John Bachman  
5151 State University Dr. ET A-131  
Los Angeles, CA 90032  
John.Bachman@calstatela.edu

To Whom It May Concern,

I am the faculty advisor for the Cal State LA Formula SAE team. This year we will be traveling Lincoln, NE for the Formula SAE competition taking place June 19-22, 2019. Approximately 12 members of the team will be driving and staying near Lincoln, NE between June 17-24, 2019. If you have any questions, don't hesitate to contact me.

Sincerely,

John Bachman  
Assistant Professor  
California State University, Los Angeles  
Mechanical Engineering Department



## CALIFORNIA STATE UNIVERSITY, LOS ANGELES

COLLEGE OF ENGINEERING, COMPUTER SCIENCE, AND TECHNOLOGY

Office of the Associate Dean

March 21, 2019

Dear ASI Finance Committee,

This letter serves as my recommendation for ASI travel funding for the Formula SAE Competition team from the College of Engineering, Computer Science and Technology (ECST).

Formula SAE consists of competitions that simulate real-world engineering design projects and their related challenges. Engineering students are tasked to design and build an open-wheel race car that will survive the severe punishment of 13.75 miles of wheel-to-wheel racing. Started in 1980, the competition has challenged students to plan, build, test, and market a mini formula 1 style race car of their own design. The vehicles are then raced in events hosted internationally.

ECST continues to provide resources in support of this and other student teams. However, the College has a large number of highly talented competition teams and unfortunately we do not have enough resources to provide for all of the travel needs for all of the teams. I am sending this letter to share the College's strong support for the CSULA Formula SAE team for travel funding to the regional competition in Lincoln, Nebraska.

Cal State LA's Formula SAE team consists of 20 students, mostly Mechanical Engineering majors. 11 students have been chosen to represent CSULA at the competition with the vehicle they built. Total travel costs are expected to exceed \$3000, with the team requesting \$3000 from ASI for rental cars, gas, and lodging in Lincoln.

Once again, CSULA's Formula SAE is representing the school in this prestigious competition. This organization continues to give students real world engineering experience and allows CSULA to gain positive exposure. We are hoping that you will fund this project as important members of the ASI community and continue supporting us for this and future events.

If you need more information, please feel free to contact me.

Sincerely

A handwritten signature in black ink, appearing to read "Jane Dong", with a long horizontal flourish extending to the right.

Jane Dong, Ph.D.  
Associate Dean  
College of ECST