

DOCUMENTATION FOR EXCEPTION REQUEST

City Incentive Funding Calculation.xlsx

GROUP : Families and Schools Together

EVENT : 25th Anniversary Conference (2013)

FUND : MT BEA Incentive fund

Insert incentive award amount and room nights required for the award. The room rate will automatically calculate.

INCENTIVE FUNDING	REQUESTED ROOMS	ROOM RATE
\$ 5,625	375	\$ 15.00

Insert actual room pick up. The award rate will calculate and produce the award amount. If the award rate is less than 85 %, the text will turn red and you must proceed to

ACTUAL ROOM PICK UP	AWARD RATE	AWARD AMOUNT
210	56%	\$ 3,150

This step adjusts the rooms for 15 %. The adjusted award amount should only be used if the final room pick up was less than 85 %.

ADJUSTED ROOMS	ADJUSTED AWARD RATE	ADJUSTED AWARD AMT
319	66%	\$ 3,706