COURSE FEE PROPOSAL SUBMISSION GUIDANCE

The proposals submitted need to have support on how the fee was determined. The committee will be reviewing fees for reasonableness.

JUSTIFICATION

This section should clearly communicate the purpose of the proposal. How the fee supports the course instruction and/or additional details that cannot be included in the expense title section. Some items to include:

- The purpose of the proposed new or changed fee and how it supports course instruction.
- If the fee is being updated/changed, it is helpful to understand what is changing (ex: increased rates, adding a day trip, etc.).
  - When updating the fee, it will bring in the prior justification. Please be sure to remove and update the text as necessary. Do not add the new justification on top of the old justification.
- If an alternative fee amount is requested, you must justify the different amount.
- If the fee requested is non-refundable, you must justify how the fee meets the criteria.
- Explanation for excess vehicle capacity.
- Destinations and mileage.

Justification:

This class is about the cultural and societal importance of seeds and plants. They will be going on three field trips to local places to learn how to plant, harvest, thresh, sort, process, and create with seeds to have a hands-on learning opportunity and see the real-life impacts and implications.

The fee is to cover the cost of the motorpool van rental and associated mileage costs of each trip.

Field Trip #1: OSU Vegetable Research Farm (~ 5 miles round trip)
Field Trip #2: Wild Garden Seed Farm (~ 12 miles round trip)
Field Trip #3: Farmer Paul's Farm & Grain Mill (~ 20 miles round trip)

EXPENSES

Title - Provide details to support the amount being submitted. “Vehicle Rental” or “Lodging” is not enough description; see examples below in the Common Submissions – Examples section.

Basis - Consider which basis (Course, Student, Annual) is best for each expense. Many times it is best to input expense cost for the cost of the entire course. The “per student” fee will be calculated and reflected on the final screen of the proposal. The total course cost is divided by the enrollment number submitted on the Enrollment Projection tab.

Amount - The Course Fee Administrator will verify that the calculation support submitted matches the total amount entered. Estimates are accepted, but should tie out with support and should be reasonable.

COMMON SUBMISSIONS - EXAMPLES:

Vehicle Rental Expenses - Destinations should be provided in the Justification or Expense Title so mileage can be reviewed for reasonableness.

When Motor Pool rental vehicles are included, indicate which type of vehicle is being reserved (6-passenger, 8-passenger or 12-passenger van). Note that committee members will look at the enrollment number provided and compare to vehicle capacity. If excess capacity is identified, please indicate what is being accommodated (ex: # of instructors/staff, baggage or other gear).

Last Updated: 3/23/2023
<table>
<thead>
<tr>
<th>Title</th>
<th>Basis</th>
<th>Mat.</th>
<th>Facility</th>
<th>Equip.</th>
<th>Vehicle</th>
<th>Lodg. &amp; Meals</th>
<th>Other</th>
<th>Subtotal</th>
<th>Annual Total</th>
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</thead>
<tbody>
<tr>
<td>Trip 1: 12-person Motorpool van for 1 day @ $45 per van per day</td>
<td>Course</td>
<td>$0.00</td>
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<tr>
<td>Trip 1: Mileage to OSU Vegetable Research Farm, 5 mi round trip @</td>
<td>Course</td>
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**Lodging Expenses** - Provide details, including: lodging rate and rate basis (per person, per room, per group).

| Lodging @ HJ Andrews Field Station- $22/night (per person) x 1      | Student| $0.00| $0.00    | $0.00  | $0.00    | $22.00        | $0.00 | $22.00   | $220.00      |
| night                                                 |        |      |          |        |          |               |       |          |              |
| Lodging @ Hatfield Marine Center- $16.50/night (per  | Student| $0.00| $0.00    | $0.00  | $0.00    | $16.50        | $0.00 | $16.50   | $165.00      |
| person) x 1 night                                      |        |      |          |        |          |               |       |          |              |
| Camping Fee in Cascades, $75.00 per group of 25 people | Course | $0.00| $0.00    | $0.00  | $0.00    | $75.00        | $0.00 | $75.00   | $75.00       |

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