

INDIVIDUAL STUDENT

(UNDERGRADUATE/GRADUATE)

TRAVEL FUND

Revised 9/15/2016

Please do not print – electronic submission only

Trip Information

Traveler's Name: _____

Student ID# _____

E-mail Address: _____

Cell # _____

Area: _____

Depart Date: _____

Return Date: _____

Destination: _____

The School of Music provides matching funds for student travel opportunities to University funding sources. Please check on-campus funding sources to which you have applied for this trip:

- College of Fine Arts
- Office of Undergraduate Research
- Graduate School
- Other _____

Eligible Travel

(1) *Presenting or Performing Scholarly/Creative Research* (\$500 Max per individual per year): Support for travel to present or perform an individual's scholarly or creative research at national or international venues.

Please include a copy of the formal invitation to present or a link to the conference/presenting organization's website listing you as a presenter/performer.

(2) *Traveling to Festivals/Competitions* (\$500 Max per individual per year): Support for travel to present or perform an individual's scholarly or creative research at national or international venues, without a formal invitation.

Please include a brief paragraph from your faculty advisor explaining the importance of this presentation/performance for your undergraduate/graduate career and/or education.

Trip Expense Estimates

<i>Expense Type</i>	<i>Description</i>	<i>Amount</i>
Airfare		
Baggage Fee		
Personal Mileage		
Conference Fee		
Lodging		
Car Rental		
Taxi, Bus, etc		
Parking		
Other <small>(Note: per diem will not be funded)</small>		
Total Requested		\$

Description/Purpose of Travel (to be completed by the student):

Please write a brief description of the proposed activity

ONLY For Travel without a Formal Invitation (to be completed by student's faculty advisor):

Please write a brief paragraph explaining why the proposed travel should be funded

Faculty Advisor
Signature: _____ Date: _____

PLEASE SAVE THIS COMPLETED DOCUMENT AND EMAIL TO M.CHUAQUI@UTAH.EDU FOR PROCESSING

THIS SECTION FOR SCHOOL OF MUSIC OFFICE USE:	
Total Funding for Music Student This Year	
Funding This Trip	
Notification Sent	