

## INDIVIDUAL MUSIC STUDENT TRAVEL FUND

(UNDERGRADUATE/GRADUATE)

Revised 3/22/2019

**PLEASE SAVE THIS COMPLETED DOCUMENT AND  
EMAIL TO [SCHOLARSHIPS@MUSIC.UTAH.EDU](mailto:Scholarships@music.utah.edu) FOR PROCESSING**

### Trip Information

Traveler's Name: \_\_\_\_\_  
Student ID# \_\_\_\_\_  
E-mail Address: \_\_\_\_\_  
UMail Address: \_\_\_\_\_  
Cell # \_\_\_\_\_  
Major: \_\_\_\_\_  
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.**

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**Description/Purpose of Travel: (Please write a brief description of the proposed activity)**

**Full Trip Expense Estimates (Include all items in the budget submitted to other University funding sources)**

<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>		
Other <small>(Note: per diem will not be funded)</small>		
<b>Total Requested</b>		<b>\$</b>

**What items in your budget require matching funds from the School of Music?**

**International Travel Requirements**

The University of Utah requires all international travelers to enroll in international insurance and assistance coverage provided by the University insurance provider - Cultural Insurance Services International (CISI). Travelers to international locations must purchase comprehensive coverage through CISI using the self-enrollment link below. This University of Utah group insurance coverage is not available to the public, and University travelers must follow the instructions provided (below) in order to receive the comprehensive benefits and preferred rates available to University members.

Self-enrollment instructions for international insurance coverage can be found at <http://global.utah.edu/documents/international-travel/Utah-CISI-Self-Enrollment-EMPSE.pdf>

Detailed information about health and safety resources available to University travelers can always be accessed through the Global U Travel Safety Webpage at <https://global.utah.edu/international-travel>

**Post-travel Requirements**

Students who receive a travel award must complete a post-travel report within thirty (30) days of their return at <https://music.utah.edu/forms/student-travel-fund-report.php>.

***School of Music Approval***

\_\_\_\_\_  
Miguel Chuaqui, Director School of Music

\_\_\_\_\_  
Date

Amount Approved \_\_\_\_\_

TR# \_\_\_\_\_