

STUDENT REQUEST FOR TRAVEL FUNDING

Name _____ Degree Plan _____

Email _____

Conference/Event: _____

Location: _____ Inclusive Dates: _____

Nature Of Participation, including session title:

Panelist: _____

Paper: _____

Performer/Composer: _____

Group Presentation: _____

Estimated or Actual Costs:

Registration: \$ _____

Lodging/night \$ _____ x # nights _____ = Est. total lodging \$ _____

Transportation method and estimated cost (airfare, personal car, etc.) \$ _____

Other: _____ \$ _____

Total Amount Requested: \$ _____

Policies and Procedures

1. A limited amount of money is available annually from the Butler University School of Music to support travel by undergraduate and graduate music majors to present or perform at conferences and similar events. Travel to attend summer music festivals and camps is not supported. Graduate students must be degree-seeking students.
2. The applicant is required to attach a copy of the letter or email of invitation for the performance or presentation.
3. The applicant is required to attach a letter of support from a School of Music faculty member documenting the significance of the conference or performance event.
4. This application and all supporting documents must be submitted to the Chair of the School of Music as soon as possible, but no later than one month prior to the event.
5. Funds are awarded as reimbursements for actual expenses. Students must submit original receipts, plus a copy of the Federal W-9 form, to Vonna Knapp, School of Music Budget Officer, in LH 253 for processing.

Approved \$ _____

Denied _____

Notes: _____

SOM Chair Signature: _____ Date: _____