



TTU School of Art GRADUATE TRAVEL FUNDING REQUEST FORM | Updated January 2024

Applicant: Please have your area faculty member fill in the recommendation section and sign below. Submit this form to your SOA Graduate Program Coordinator.

Student Name: _____ **SOA Program/Area:** _____ **Date of Application:** _____

Destination of travel: _____ **Dates of travel:** _____

Purpose and benefits **statement** of travel (20-30 words; if for a conference, give the full name of the conference and indicate whether you are presenting or attending): _____

Will you have an opportunity for **recruitment** at this event? How do you plan on doing such recruitment?

Are you seeking, or have you obtained, **funds** from other sources? _____

The order for funding application is: **SOA** → **Graduate School** → **TCVPA**

Estimated Budget: Airfare: _____ Registration fees: _____ Hotel*: _____
Meals*: _____ Other (please specify): _____
Total amount requested: _____

I have read and signed the SoA Travel Guidelines: Yes No
(Failure to sign can result in a decrease in your award to a complete revocation of your award.)

**Note: Meal and lodging reimbursements are limited to the rates set forth by the U.S. standard per diem rates or State of Texas rates.*

Recommendation: Area faculty, please justify this student's travel, providing a letter of support and your signature below.

Area faculty name and signature

Student signature

For SoA Administration Use Only:

SOA Chair of the Graduate Coordinators approval signature
(signed after Graduate Travel Committee approves)

SOA Director Signature

****Amount awarded:** _____

FOP: _____

****Funds are typically awarded up to \$750 for both domestic (45 days in advance) and international (60 days in advance) travel. International travel requires pre-approval from the Office of International Affairs at least 30 days before departure.**

The university reimburses travel based on actual amounts expended. The amount awarded above is the maximum amount you will be reimbursed after submitting travel receipts with the School of Art.