

**Graduate Travel Funds Request Form**

**Student Name**

**Today's Date**

The School of Art makes travel funds available to graduate students for research and recruitment purposes. These are competitive funds, not usually over the amount of \$500.

**Travel Destination**

**Travel Dates**

Purpose for travel.

**Has this opportunity been juried/peer reviewed/curated?**

juried

peer reviewed

curated

none

Will you have a specific and planned opportunity for recruitment? Undergraduate/graduate? What materials will you need for this opportunity?

Are you seeking or have you obtained funding from other sources? If so, where and how much? The Graduate School offers matching funds for some opportunities, this should be investigated before you turn in this form.

**Budget**

Airfare \_\_\_\_\_

Registration fees \_\_\_\_\_

Hotel \_\_\_\_\_

Other \_\_\_\_\_

Meals \_\_\_\_\_

**Total Amount requested** \_\_\_\_\_

..... This section is filled by Faculty Only .....

**Area faculty recommendation** (amount requested and justification)

Area Faculty Advisor (name) \_\_\_\_\_

**Graduate Coordinator Approval**

**School of Art Director Approval**

\_\_\_\_\_, signature

\_\_\_\_\_, signature

**Amount Awarded** \_\_\_\_\_