TTU School of Art Graduate Travel Funding Request Form (updated December 2021)

The School of Art makes travel funds available to currently-enrolled graduate students for the purpose of research and travel. Funding is determined based on the legitimacy of the proposal, and the availability of funds in the SOA. Funding is more likely awarded if you are presenting a paper at a conference, rather than simply attending it. If funding is for research, please provide an additional justification letter (of about 100-200 words) from your professor. Funds are typically $400 for domestic travel, and $600 for international travel.

Student name: ___________________          SOA area: ___________________
Date of application: __________________________

Destination of travel: ___________________          Dates of travel: ___________________
Purpose of travel (20-30 words; if for a conference, please indicate whether you are presenting or attending):
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Will you have an opportunity for recruitment (of potential graduate students) 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)
____________________________________________________________________________

Budget:
Airfare: ____________          Registration fees: ____________
Hotel: ____________          Other (please specify): ____________
Meals: ____________          Total amount requested: ____________
(Applicant: Please have your area faculty member fill in the recommendation section and sign below, and submit the form to the SOA Graduate Coordinator, Dr Kevin Chua, at kevin.chua@ttu.edu.)

Area faculty recommendation (please provide justification for this student's travel):
____________________________________________________________________________
____________________________________________________________________________

Area faculty name and signature: ________________________________________________

SOA Graduate Coordinator approval:          SOA Director approval:
(signed after Graduate Committee approves)

____________________ Date: ________________          ____________________ Date: ________________

Amount awarded: ____________________
Note: 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 Business Manager.