

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:
(signed after Graduate Committee approves)

SOA Director approval:

_____ 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.