

## Graduate Student Travel Application Texas Tech University - School of Theatre & Dance

Name: \_\_\_\_\_ R#: \_\_\_\_\_

Name of Conference/Symposium/Event: \_\_\_\_\_

Destination (City, State or Country): \_\_\_\_\_

Leaving: \_\_\_\_\_ Returning: \_\_\_\_\_  
Time Date Time Date

Title of Presentation or Paper (if applicable): \_\_\_\_\_

Purpose (How the trip will benefit you, the department, the university, and your studies. Attach separate statement, if necessary.):

Check if applying to Graduate School and/or CVPA for additional funding.			Graduate School /CVPA
Going with a group?	YES or NO	If YES, list names:	_____
Sharing expenses?	YES or NO	Which expenses?	_____
Requesting money?	YES or NO	If YES, how much (up to \$600)?	\$ _____
Amount of departmental travel funds awarded/received in current academic year.			\$ _____
AIRFARE:			\$ _____
RENTAL CAR/TAXI/SHUTTLE:			\$ _____
HOTEL:	# of Nights _____	Cost per Night \$ _____	Hotel Total \$ _____
MEALS:	# of Days _____	Per Diem \$ _____	Meals Total \$ _____
REGISTRATION FEES:			\$ _____
OTHER EXPENSES:			\$ _____
<b><u>TOTAL EXPENSES:</u></b>			<b>\$ _____</b>

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*Advisor/Committee Chair will complete the section below.*  
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Student is doing well in classes.	YES or NO
Student is participating in productions, as appropriate.	YES or NO
Travel relates to student's research and/or is beneficial to the program.	YES or NO
TA-GPTI or Production Assignment #1 _____ Covered during absence?	YES or NO
TA-GPTI or Production Assignment #2 _____ Covered during absence?	YES or NO
TA-GPTI or Production Assignment #3 _____ Covered during absence?	YES or NO

\_\_\_\_\_  
 Advisor/Committee Chair Signature

\_\_\_\_\_  
 Date

**PLEASE KEEP ALL RECEIPTS FOR REIMBURSEMENT PURPOSES.**

Other sources of funding: <http://www.depts.ttu.edu/gradschool/financial/travel.php>  
<http://www.depts.ttu.edu/cvpa/students/HDJGradScholarships.php>