

INDIVIDUAL STUDENT

(UNDERGRADUATE/GRADUATE)

TRAVEL FUND

Revised 8/15/17

Please do not print – electronic submission only

Trip Information

Traveler's Name: _____

E-mail Address: _____

Department: _____

Degree Sought: _____ Date of Graduation (expected): _____

Depart Date: _____ Return Date: _____

Destination: _____

Eligible Travel

(1) *Presenting or Performing Scholarly/Creative Research* (\$500 Max per individual per year): Support for travel to present or perform an individual's scholarly or creative research at national or international venues.

Please include a copy of the formal invitation to present or a link to the conference/presenting organization's website listing you as a presenter/performer.

(2) *Traveling to Festivals/Competitions* (\$500 Max per individual per year): Support for travel to present or perform an individual's scholarly or creative research at national or international venues, without a formal invitation.

Please include a brief paragraph from your faculty advisor or academic unit chair/director explaining the importance of this presentation/performance for your graduate career and/or education.

Ineligible Travel

Travel that includes three or more students and therefore could be eligible for a CFA FAF grant is not eligible for the CFA Dean's Office Individual Student Travel Fund.

Trip Expense Estimates

<i>Expense Type</i>	<i>Description</i>	<i>Amount</i>
Airfare		
Personal Mileage		
Conference Fee		
Lodging		
Car Rental		
Taxi, Bus, etc		
Parking		
Other <small>(Note: per diem will not be funded)</small>		

Total Requested	\$
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Description/Purpose of Travel (to be completed by the student):

Please write a brief description of the proposed activity

ONLY For Travel without a Formal Invitation (to be completed by academic unit chair/director or student's faculty advisor):

Please write a brief paragraph explaining why the proposed travel should be funded

Academic Unit Chair/Director or Faculty Advisor

Signature: _____ Date: _____

PLEASE SAVE THIS COMPLETED DOCUMENT AND EMAIL TO SARAH.PROJANSKY@UTAH.EDU FOR PROCESSING

THIS SECTION FOR DEANS OFFICE USE:	
Total Funding for Student This Year	
Funding This Trip	
Notification Sent	