

Please do not print – electronic submission only

Trip Information

Traveler's Name: _____

E-mail Address: (please use your University e-mail address and check it for notifications) _____

Department: _____

	Date of Graduation (expected): **Note that if you are graduating in May '20 and are not registered for summer classes, you will only be eligible for funding for travel through June 30, 2020
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Degree Sought: _____

Depart Date: _____	Return Date: _____
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Destination: _____

Eligible Travel

(1) *Presenting or Performing Creative or Scholarly Research by Competitive Application or Invitation*
 (\$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/perform or a link to the conference/presenting organization's website listing you as a presenter/performer.

(2) *Traveling to Festivals/Competitions to Present or Perform Creative or Scholarly 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, 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 educational experience or career preparation.

Ineligible Travel/Costs

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.

Tuition costs associated with an educational program offered by another university or organization.

Travel that includes presenting or performing creative or scholarly research to an audience made up only of members (students and instructors) of an educational program.

Note: If travel includes two students, both students are required to submit an individual application.

Trip Expense Estimates

<i>Expense Type</i>	<i>Description</i>	<i>Amount</i>
Airfare		
UofU Travel Fee		
Personal Mileage		
Conference Fee		
Lodging		
Car Rental		
Taxi, Bus, etc		
Parking		
Other <small>(Note: per diem will not be funded)</small>		
Total Cost of Travel		\$
Total Amount Requested from Travel Fund (up to \$500)		\$



Notice About International Travel – Per [University Rule R3-030D](#), all international travel participants must: *Register* their University-related travel at least 3 weeks prior to departure date, *Enroll* in University-affiliated international and emergency evacuation insurance, and *Abide* by all active travel warnings and restrictions. Failure to do so will result in no reimbursement of travel related expenses and, in some cases, university disciplinary action.

Description of Research Presentation/Performance Opportunity

(to be completed by the student):

Please write a brief description of your presentation/performance opportunity, including a description of the expected audience.

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 how the proposed travel to present/perform furthers the student's educational experience or career preparation.

Academic Unit Chair/Director or Faculty Advisor

Signature: _____ Date: _____



PLEASE SAVE THIS COMPLETED DOCUMENT AND EMAIL IT TO MELONIE.MURRAY@UTAH.EDU FOR PROCESSING

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