College of Fine Arts
THE UNIVERSITY OF UTAH

INDIVIDUAL STUDENT TRAVEL FUND
(FOR UNDERGRADUATE & GRADUATE STUDENTS)

Please do not print – electronic submission only *Revised 7/22/26*

All international travel fund requests must be received by the Dean's office 4 weeks prior to the trip departure date. 3 weeks for non-international travel fund requests. This fund is available on a first-come, first-served basis and will close once the funds are exhausted in this academic year - July 1, 2026 to June 30, 2027. Travel Fund requests for the next academic year (travel after July 1, 2027) will not be accepted until June 1, 2027.

Information

Student's Name: _____

E-mail Address:
(Please use your University e-mail address and check it for notifications – all communications will go through UofU email) _____

Academic Unit:
(Department or School) _____

Degree Sought: _____ Date of Graduation (expected): _____
**Note that if you are graduating in May 2026 and are not registered for summer classes, you will only be eligible for funding for travel through June 30, 2026

Event Start Date: _____ Event End Date: _____

Destination: _____

Eligible Opportunities

Please initial here to certify that this travel is being undertaken as an individual and is not part of a student group, ensemble, team, or other organized group travel activity.

(1) *Presenting or Performing Creative or Scholarly Research by Competitive Application or Invitation*
($500 Max per individual per year): Support for expenses to present or perform an individual's scholarly or creative research at national or international venues or for prestigious organizations. **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) *Attending Festivals/Competitions to Present or Perform Creative or Scholarly Research*
($500 Max per individual per year): Support for expenses 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. Student group travels should seek funding support from the CFA FAF grant.
- 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.

Expense Estimates

Expense Type	*Description*	*Amount*
Airfare		
UofU Travel Fee (Required)	Booked with no airfare ($10)	
Personal Mileage		
Conference Fee		
Lodging		
Car Rental		
Taxi, Bus, etc		
Parking		
International Insurance (If applicable)		
Other (Note: per diem will not be funded)		
	Total Expenses	$
Amount of Funding Student is Requesting (Maximum $500 domestic / $750 International)		$

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.

OPTION 1

Description of Research Presentation/Performance Opportunity

(to be completed by the student)

1) **ATTACH a copy of your formal invitation or provide a link to the conference/presenting organization's website listing you as a presenter/performer.** *If you do not have a formal invitation, please have your faculty advisor or chair/director fill out the appropriate section below this one instead.**

   Link:

2) **WRITE a brief description of your presentation/performance opportunity, what makes the opportunity meaningful, and include a description of the expected audience:**

3) **Academic Unit Chair/Director Approval**

Signature: _____ Date: _____

OPTION 2

***ONLY for opportunities WITHOUT a Formal Invitation (if a formal invitation is not available, the student should request this section be completed by their academic unit chair/director or faculty advisor)**

To Faculty Advisor/Chair/Director: Please write a brief paragraph explaining how the proposed opportunity to present/perform furthers the student's educational experience or career preparation:

Academic Unit Chair/Director Signature:

_____ Date: _____

PLEASE SAVE THIS COMPLETED DOCUMENT AND EMAIL IT (ALONG WITH ANY FORMAL INVITATIONS TO PRESENT YOUR WORK) TO LIENFAN.SHEN@UTAH.EDU FOR PROCESSING.

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