

Department of Theatre Arts
Student Travel Funding Request

This form should be submitted by the student to his or her track coordinator.

TU Student: _____ TU ID#: _____

Email: _____ Telephone: _____ #2 _____

Department Track: Acting Track Design/Tech Theatre Studies

Class Standing: Freshmen Sophomore Junior Senior GPA __

Name of Event: _____

Destination: _____

Date of Event: Start: _____ End: _____

Date of Departure: _____ Date of Return: _____

Collaborator's Name: _____

Note: Every student requesting funding must submit an application.

Purpose of Travel: (Attach agenda or brochure)

Please describe the purpose of this trip. Relate it to your artistic & academic goals. Explain the ways it will further your education or benefit your growth as a theatre artist.

Estimated Cost:

List ONLY costs to be paid by the Department

Registration Fee: _____

Lodging: _____

Meals: _____

Transportation: _____

Other: _____

Total Estimated Cost: _____

Liability Waiver:

Students *must* complete a travel liability waiver form, available in the department office. Complete a **Student Travel Liability Waiver** and submit this **Student Travel Liability Waiver** with the other documentation required in this **Student Travel Funding Request Form**.

Reimbursement Policy:

By accepting travel monies the student agrees to carry out all obligations related to the preparation and execution of duties assigned to the travel. Failure to do so may result in the revoking of and/or reimbursement of funds.

Student Travel Reimbursement Policy

Students who receive a student travel award are *required* to complete all obligations documented on the **Student Travel Funding Request Form**. A student's failure to complete all student travel award agreements may result in the revocation of the student travel award and/or the Department of Theatre Arts placing a Bursar's hold on a student's account until reimbursement of the student travel award is resolved.

Student Signature: _____ **Date:** _____

Department Use Only

Source of Funds: <input type="checkbox"/> Acting Track <input type="checkbox"/> Design/Tech <input type="checkbox"/> Theatre Studies
Amount Rewarded: _____
Required Signatures of Approval:
Track Coordinator: _____ Date _____
Dept. Chair/Designee: _____ Date _____