School of the Arts Student Travel Request|

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| --- | --- | --- |
| Name | KU ID # | GPA |
| Email address | Phone |
| Address | City | Zip code  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Department□ Dance□ Film & Media Studies□ Theatre□ Visual Art | Major area or emphasis |  **Level** (check one): | **Undergraduate**□ Freshman□ Sophomore □ Junior□ Senior | **Graduate**□ MA□ MFA□ PhD |
| Program, conference, or event title | □ Option1: $250 limit (attending only)□ Option2: $500 limit (presenting, exhibiting, performing)□ Option 3: $750 limit (travel to study) |
| Where?  | Travel Dates |

**Budget**

|  |  |  |
| --- | --- | --- |
| Estimated expenses*(provide attached documentation)* | Transportation | $ |
| Lodging | $ |
| Registration Fees | $ |
| Total: | $ |
| Is funding for this trip available to you from another source? Please describe: |

**Department Endorsement**

|  |  |  |
| --- | --- | --- |
| Signature of advisor\* | Name of advisor *(please print)* | Date |
| Comments |

*\*Note: If applying for Option 3 travel funding, include a brief support letter from faculty advisor discussing the appropriateness of the study opportunity to the students’ professional development.*