School of the Arts Student Travel Request|

|  |  |  |  |
| --- | --- | --- | --- |
| 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.*