**SOTA Travel Fund Application Checklist:**

*Packet includes:*

□ Completed Student Travel Request form

□ Student Travel form has been signed by advisor

□ Provides a one-page, single-spaced narrative describing participation in the program, conference, performance, presentation, exhibition, or opportunity, its significance to your professional development and the School of the Arts. Indicates potential outcomes

□ For Option 1 and Option 2 requests, includes a photocopy of conference description and information (no more than three pages)

□ For Option 2 requests, includes a photocopy of the invitation to present, perform, or exhibit

□ For Option 3 requests, includes a brief recommendation from a faculty advisor discussing the appropriateness of the study opportunity to the students’ professional development

□ Documentation of expected travel costs