

Department of Music

Student Travel Funding Request Process



Students in the Department of Music are eligible to apply for a limited number of student travel grants through the COFAC Dean's Office. Additional student grants may be possible from the Department of Music based upon available resources at the time of the request.

The process for applying for student travel grants is as follows:

Eligibility:

- Eligible students must be currently enrolled in a degree-seeking program in the Department of Music in good academic standing and with cumulative GPA of at least 3.0.

Use of Funds:

- Funds must be used to support research or creative activity within the strategic plans and priorities of the organization, department, and/or college.
- Use of funds may be for, but are not limited to, the following travel related expenses: presentation of scholarly or creative work, guest speaker accommodations, conference or workshop participation, or educational excursions.

Amount:

- Most COFAC Dean's office awards will be for amounts up to \$500 with a maximum award for a calendar year of \$1000 per student.
- Most Department of Music awards will be for amounts up to a maximum of \$300.00.

Application Process:

- A. Complete the application materials as required of the Department of Music and found at: <https://www.towson.edu/cofac/departments/music/documents/rs-strf.pdf>.

Students must:

1. Write a brief narrative statement (100-150 words) regarding the purpose and nature of the proposed travel and the potential impact/importance to their continued study at Towson. The narrative should address how the travel influences and grows their career aspirations.
2. Obtain the signature of a faculty member who is most closely associated with the purpose of travel. *Narratives without a faculty signature will not be considered.*
3. Attach a copy of their most current Towson University unofficial transcript. *Applications without a transcript will not be considered.*

- B. Complete the application materials as required by the COFAC Dean's Office and found at:

<https://www.towson.edu/cofac/resources/> Students applying for travel funds may apply for funding 30 to 120 days prior to the departure date. Requests received outside of this time frame will be considered on a case-by-case basis.

Students must:

1. Complete a student travel request form

2. Obtain the department chair signature (student groups must also obtain the faculty advisor signature)
3. Have your department Travel Coordinator add you to the Tiger Travel System with the Tiger Travel Student Access form (this takes a couple of days)
4. After you have been added, you will need to fill out a Travel Authorization via Tiger Travel. Your department Travel Coordinator can assist you with this.
5. Documentation from the event (program or brochure must be added to the Travel Authorization) If you are traveling outside of the U. S., two International forms must be signed by yourself as well as department chairperson, scanned and uploaded to the Travel Authorization. These forms can be found at the following web address:

<http://www.towson.edu/provost/resources/index.asp>

<http://travel.state.gov/content/passports/english/alertswarnings.html>

Submit *all* application materials (Department and COFAC) to the Department of Music Chairperson who, along with faculty members, will review the application for consideration and make a recommendation to the Dean of COFAC.

Approved Requests:

Students who receive travel funds must provide, **within 10 days of return from the trip**, the following:

- 1) Documentation from the event (registration, other)
- 2) Travel expense voucher via Tiger Travel
- 3) Original receipts must be copied, scanned and uploaded to the Travel Expense Voucher. The original receipts will be retained within the department that is awarding you funds.