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:

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration Fee</td>
<td>_______</td>
</tr>
<tr>
<td>Lodging</td>
<td>_______</td>
</tr>
<tr>
<td>Meals</td>
<td>_______</td>
</tr>
<tr>
<td>Transportation</td>
<td>_______</td>
</tr>
<tr>
<td>Other</td>
<td>_______</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Source of Funds:</th>
<th>☐ Acting Track</th>
<th>☐ Design/Tech</th>
<th>☐ Theatre Studies</th>
</tr>
</thead>
</table>

Amount Rewarded: ____________

Required Signatures of Approval:

Track Coordinator: ________________________________ Date ____________

Dept. Chair/Designee: ________________________________ Date ____________