2017-2018 Student Travel Fund Application

Through the generosity of the Office of the Dean and CCM Power the College-Conservatory of Music is able to provide monetary assistance in support of individual student travel for a variety of special purposes.

Instructions – Please read thoroughly before submitting application

- Applications should be submitted to Dean Fitzgerald via email (Andrea.Fitzgerald@uc.edu).
- Applications for travel must be submitted prior to travel date.
- You must be registered as a full-time student in the term of your travel.
- A completed application includes the signatures of your faculty advisor and your appropriate division head.
  - Division Heads:
    - Performance Studies – Dr. James Bunte
    - Keyboard Studies – Dr. Michelle Conda
    - Composition/Musicology/Theory – Dr. Jonathan Kregor
    - TAPAA – Rocco Dal Verra
    - Music Education – Dr. Ann Porter
    - Electronic Media – Dr. John Owens
    - Ensembles & Conducting – Dr. Scott Belck
- Cancelled or postponed trips must be reported to Dean Fitzgerald via email immediately.
- There is a limit of two (2) applications per academic year for each student. The total amount awarded is capped at $1,000 per student per academic year.
- Upon return, itemized receipts and a thank you letter to Interim Dean McClung must be emailed to Dean Fitzgerald within two weeks. Failure to do so will result in forfeiting of funds.
- Travel funds will be applied towards your student bill upon return from your trip and after submission of necessary documents. There can be no exceptions.
- Appropriate usage of funding:
  - Audition/Interviews
  - Competitions
  - Professional conferences
  - Scholarly pursuits
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Application – Submit via email to Dean Fitzgerald (Andrea.Fitzgerald@uc.edu)

Applicant Name_________________________________ Date of Birth________

Email Address____________________________________ UC M#________________

Degree_____________ Major_______________________ Advisor_________________

Current Address________________________________________________________________________

_____________________________________________________________________________________

Brief Description of Event_______________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

Location of Event_______________________________________________________________________

Dates of Event/Travel Dates________________________________________________________________

Approval Process

Signature from Faculty Advisor________________________________________________________
(For Approval)

Signature from Division Head_________________________________________________________
(For Approval)

Signature from Dean___________________________________________________________________
(Once Approved)
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Application – Breakdown of Expenses

All expenses are estimated. Please include documentation when necessary.

Transportation:

Type ___________________________________________ Amount ______________________

(Indicate car, plane, etc.)

Lodging:

Type ___________________________________________ Amount ______________________

(Indicate hotel, etc.)

Per Diem:

Number of Days Traveling ________________ Amount ______________________

(You will receive $10 per day for food) (# of days x $10)

Other:

Please explain ___________________________________________ Amount ______________________

Please explain ___________________________________________ Amount ______________________

Total cost of the trip ________________________________

Amount you are planning to contribute ________________________________

Amount requested from the Dean’s Travel Fund ________________________________

(This is the total amount less your contribution)