2016-2017 STUDENT TRAVEL FUND APPLICATION

THROUGH THE GENEROSITY OF THE OFFICE OF THE DEAN AND CCMPOWER 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 must be submitted to Dean Fitzgerald via email (Andrea.Fitzgerald@uc.edu). Paper forms will not be accepted.
- 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
2016-2017 STUDENT TRAVEL FUND APPLICATION

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)
2016-2017 STUDENT TRAVEL FUND APPLICATION

APPLICATION – BREAKDOWN OF EXPENSES

ALL EXPENSES ARE ESTIMATED. PLEASE INCLUDE DOCUMENTATION WHEN NECESSARY.

TRANSPORTATION:

<table>
<thead>
<tr>
<th>TYPE</th>
<th>AMOUNT</th>
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<tbody>
<tr>
<td>(INDICATE CAR, PLANE, ETC.)</td>
<td></td>
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LODGING:

<table>
<thead>
<tr>
<th>TYPE</th>
<th>AMOUNT</th>
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<tbody>
<tr>
<td>(INDICATE HOTEL, ETC.)</td>
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PER DIEM:

<table>
<thead>
<tr>
<th>NUMBER OF DAYS TRAVELING</th>
<th>AMOUNT</th>
</tr>
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<tbody>
<tr>
<td>(YOU WILL RECEIVE $10 PER DAY FOR FOOD)</td>
<td>(# OF DAYS X $10)</td>
</tr>
</tbody>
</table>

OTHER:

<table>
<thead>
<tr>
<th>PLEASE EXPLAIN</th>
<th>AMOUNT</th>
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</thead>
<tbody>
<tr>
<td>PLEASE EXPLAIN</td>
<td>AMOUNT</td>
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</tbody>
</table>

AMOUNT YOU ARE PLANNING TO CONTRIBUTE

AMOUNT REQUESTED FROM THE DEAN’S TRAVEL FUND