SCHOOL OF
U MUSIC
COLLEGE OF FINE ARTS | THE UNIVERSITY OF UTAH

INDIVIDUAL MUSIC STUDENT TRAVEL FUND
(UNDERGRADUATE/GRADUATE)
Revised 10/3/2022

***PLEASE SAVE THIS COMPLETED DOCUMENT AND
EMAIL TO SCHOLARSHIPS@MUSIC.UTAH.EDU FOR PROCESSING***

Trip Information

Traveler's Name:

Student ID#

UMail Address:

Cell #

Major:

Date of Graduation (expected):
**Note that if you are graduating in May '23 and are not registered for summer classes, you will only be eligible for funding for travel through June 30, 2023

Depart Date:

Return Date:

Destination:

The School of Music provides matching funds for student travel opportunities to University funding sources.
Please check which on-campus funding sources have applied for this trip:

❑ College of Fine Arts

❑ Office of Undergraduate Research

❑ Graduate School

❑ Other_____

Eligible Travel
(1) *Presenting or Performing Scholarly/Creative Research* ($750 International/$500 National Max per individual per year): Support for travel to present or perform an individual's scholarly or creative research at national or international venues.
Please include a copy of the formal invitation to present or a link to the conference/presenting organization's website listing you as a presenter/performer.

(2) *Traveling to Festivals/Competitions* ($750 International/$500 National Max per individual per year): Support for travel to present or perform an individual's scholarly or creative research at national or international venues, without a formal invitation.
Please include a brief paragraph from your faculty advisor explaining the importance of this presentation/performance for your undergraduate/graduate career and/or education.

Description of Research Presentation/Performance Opportunity

1)   ATTACH a copy of your formal invitation or provide a link to the conference/presenting organization's website listing you as a presenter/performer.

Link:

2)   WRITE a brief description of your presentation/performance opportunity, what makes the opportunity meaningful, and include a description of the expected audience:

Full Trip Expense Estimates (Include all items in the budget submitted to other University funding sources)

Expense Type	Description	Amount
Airfare		
Baggage Fee		
Personal Mileage		
Conference Fee		
Lodging		
Car Rental		
Taxi, Bus, etc		
Parking		
Other (Note: per diem will not be funded)		
Other (Note: per diem will not be funded)		
	Total Requested	$

What items in your budget require matching funds from the School of Music?

Notice About International Travel – Per University Rule R3-030D, all international travel participants must: Register their University-related travel at least 3 weeks prior to departure date, Enroll in University-affiliated international and emergency evacuation insurance, and Abide by all active travel warnings and restrictions. Failure to do so will result in no reimbursement of travel related expenses and, in some cases, university disciplinary action.

The University of Utah requires all international travelers to enroll in international insurance and assistance coverage provided by the University insurance provider - Cultural Insurance Services International (CISI). Travelers to international locations must purchase comprehensive coverage through CISI using the self-enrollment link below. This University of Utah group insurance coverage is not available to the public, and University travelers must follow the instructions provided (below) in order to receive the comprehensive benefits and preferred rates available to University members.

Self-enrollment instructions for international insurance coverage can be found at http://global.utah.edu/_documents/international-travel/Utah-CISI-Self-Enrollment-EMPSE.pdf

Detailed information about health and safety resources available to University travelers can always be accessed through the Global U Travel Safety Webpage at https://global.utah.edu/international-travel

Post-travel Requirements

Students who receive a travel award must complete a post-travel report within thirty (30) days of their return at https://music.utah.edu/forms/student-travel-fund-report.php.

School of Music Approval

_____   _____
Kimberly Councill, Director School of Music   Date

Amount Approved_____   ePR#_____