**Individual Student (undergraduate/graduate)**

**Travel Fund**

*Revised 8/15/17*

***Please do not print – electronic submission only***

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| **Trip Information** | | | |
| Traveler’s Name: |  | | |
| E-mail Address: |  | | |
| Department: |  | | |
| Degree Sought: |  | Date of Graduation (expected): |  |
| Depart Date: |  | Return Date: |  |
| Destination: |  | | |
| **Eligible Travel**  (1) *Presenting or Performing Scholarly/Creative Research* ($500 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* ($500 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 or academic unit chair/director explaining the importance of this presentation/performance for your graduate career and/or education.**  **Ineligible Travel**  Travel that includes three or more students and therefore could be eligible for a CFA FAF grant is not eligible for the CFA Dean's Office Individual Student Travel Fund. | | | |

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

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| **Description/Purpose of Travel (to be completed by the student):**  *Please write a brief description of the proposed activity* |
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| **ONLY For Travel without a Formal Invitation (to be completed by academic unit chair/director or student's faculty advisor):**  *Please write a brief paragraph explaining why the proposed travel should be funded* |
| Academic Unit Chair/Director or Faculty Advisor  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_ |

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| **Please save this completed document and email to Sarah.Projansky@utah.edu for processing** |

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| **This Section for Deans Office Use:** | |
| Total Funding for Student This Year |  |
| Funding This Trip |  |
| Notification Sent |  |