

Department of Music and Dance
Recruitment Travel Fund Request

This form must be completed to obtain funding for attendance at recruitment events for the Department of Music and Dance. Allowable expenses may include faculty travel, graduate or undergraduate student event assistants travel. Funding for registrations, display items, and event program book advertisements should be paid from area funds. The approved funds are expected to cover partial (rather than full) costs for an event.

Please fill out this form completely and submit to the Department Chair and Business Manager. Once funding is approved, a Pre-Travel Authorization must be submitted.

Name(s) of attendees:

Name of applicant:

Email:

Event:

Event Location:

Date(s) of Event:

Impact of Recruitment Event to Area/Department:

All Expected U Expenses:

Additional Funding (grant, MSP, etc), obtained or pending:

Employee Signature

Department Chair Signature

Authorized Amount:

Comments/Notes: