

FACULTY REQUEST FOR TRAVEL FUNDS
School of Music

Deadline: Oct 1st
Feb 15th

REQUESTOR INFORMATION

Requestor Name: _____

Email: _____

Faculty Status (check one): Professor Assoc. Prof Asst. Prof Other (explain) _____
 Lecturer Instructor Adjunct Staff

EVENT INFORMATION

Priority will be given to faculty members invited to present or perform by peer review or audition **with appropriate documentation**. The significance of the event's benefit to the faculty member, the School of Music and OU will be a consideration for funding. Funding could provide partial or total costs of transportation and lodging. Due to budget restrictions the meal are not reimbursed.

Documentation of invitation attached: YES NO

Event Title: _____

Event Location: _____

Date of Event: _____

Description of Event:

BUDGET

Reimbursements are made according to the University of Oklahoma financial guidelines.
If you have any concerns or questions, please ask **PRIOR** to making arrangements.

Does the budget cover more than yourself? YES, answer questions below NO

Who/what is included in this request? _____

Anticipated Funding Source(s): Will you receive financial compensation from the event? YES NO
(Select all that apply) SOM Honors VPR Professorship
 Other

(Explain if other)

Travel Expenses:	Mileage or Airfare	\$ _____	Will you be booking your flight/hotel/auto rental in CONCUR? <input type="checkbox"/> YES <input type="checkbox"/> NO
	Registration/Tuition	\$ _____	
	Lodging	\$ _____	
	Other (explain)	\$ _____	
	Other (explain)	\$ _____	
	Other (explain)	\$ _____	
Total Requested		\$ _____	

