**OSU DEPARTMENT OF MUSIC**

**REQUEST FOR DEPARTMENTAL FUNDING:**

**FACULTY TRAVEL**

**Requester:**

**FOR OFFICE USE ONLY**

\_\_\_ Approved \_\_\_ Denied \_\_\_ Postponed Date \_\_\_\_\_\_\_\_\_\_\_\_\_

Account \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount $\_\_\_\_\_\_\_\_\_\_ Initial \_\_\_\_\_

Account \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount $\_\_\_\_\_\_\_\_\_\_ Initial \_\_\_\_\_

**FUNDS TO BE EXPENDED BY:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Destination:

Dates of departure and return:

Scholarly/creative/professional activity:

ATTACH concise description and rationale for trip (*1 pg. max.*). As appropriate, please include:

* Scope of venue (international, national, regional, state, local)
* Indicate if invited/voluntary/for recruitment.
* List all activity components, e.g., performance, masterclass, clinic, scholarly presentation, adjudication, recording, chaperone students, etc.
* Summarize proposed itinerary.
* Brief explanation of benefits to you and/or the department & OSU

List/describe other proposed funding sources. ATTACH documentation (letters, memos, emails) of funding already committed.

**PROPOSED BUDGET**

Transportation (airfare, shuttle, public transportation, etc.):

Hotel:

Car rental (cannot pay in OK):

Expenses (per diem, parking, baggage fees, etc.):

Other (specify):