**OSU DEPARTMENT OF MUSIC**

**REQUEST FOR DEPARTMENTAL FUNDING:**

**STUDENT/ENSEMBLE TRAVEL**

**REQUESTER:**

**FOR OFFICE USE ONLY**

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

Account Title/# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount $\_\_\_\_\_\_\_\_\_\_ Initial \_\_\_\_\_

Account Title/# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount $\_\_\_\_\_\_\_\_\_\_ Initial \_\_\_\_\_

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

Destination:

Dates of departure and return:

Number and identity/description of students/ensemble travelling:

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

* Scope of venue (international, national, regional, state, local) and Dates of Event
* Indicate if invited/voluntary/for recruitment.
* If invited, was invitation competitive? Explain.
* Summarize proposed itinerary.
* Brief explanation of benefits to the students, department & OSU

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

**PROPOSED BUDGET *(Proposal attached)***

Transportation (show calculations per person plus at large costs)

 charter transportation:

 airfare:

 ground transportation/shuttle/motor pool:

 baggage fees:

 instrument cartage:

 insurance (personnel and equipment):

Hotel/overnight accommodations:

Car rental (cannot pay in OK):

Registration/event fees:

Expenses (per diem, parking, etc.):

Other (specify):