Deadline: Oct 1st

 Feb 15th

|  |
| --- |
| **REQUESTOR INFORMATION** |
| **Name:** |  |  | **Email:** |  |
| **Faculty Status(check one):** | [ ]  Tenured | [ ]  Tenured Track | [ ]  Visiting | [ ]  Other |  |
| **Address:** |  |  |  |   | (If other, explain) |
|  |  |  | **License Plate #** |  |
|  | **(if driving)** |
|  |
| **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:** |  |
| **Statement of reason for travel or purposed activity:** |
|  |
|  |
| **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. |
|  |
| **If the budget covers more than yourself, please explain:** |  |
|  |
| **Anticipated Funding Source(s):** | [ ] SOM\* | [ ] Honors | [ ] VPR | [ ] Other |  |
| **(Select all that apply)** |  | (Explain if other) |
|  |
| **Travel Expenses:** | Mileage or Airfare | $ |  |  | Will you be booking your flight/hotel/auto rental in CONCUR? |
|  | Registration/Tuition | $ |  |  |  | [ ]  YES | [ ]  NO |
|  | Lodging | $ |  |  |  |  |
|  | Other (explain) | $ |  |  |  |
|  | Total Amount Requested | $ |  |  |
|  |
| 1st |  |  |  |  |
|  | **Requestor Signature** |  | **Date** |  |
|  |  |  |  |  |
| **OFFICE USE ONLY** |
|  |
| **TOTAL AWARDED** | $ |  |  |  |
|  |
| 2nd |  |  |  |  |
|  | Director or Associate Director |  | Date |  |
| 3rd | Financial Area |  | Arts!Arts!Arts!\* | $ |  |  | Department Funds | $ |  | Acct: |  |
|  |  |  | (Acct/Fund Number) |
| 4th |  |  |  |  |
|  | Dean |  | Date |  |

\*A portion of this funding is provided by donors to the annual Arts!Arts!Arts! Fundraiser for faculty and student development