Deadline: Oct 1st

Feb 15th

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **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:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **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 | | | | | | | | $ | | | |  | | | | | | |  | | | | | | | | | | | | | | | | | |
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| 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