Deadline: Oct 1st

 Feb 15th

|  |
| --- |
| **REQUESTOR INFORMATION** |
| **Name:** |  |  | **Email:** |  |
| **Specific Major** |  |  | **Major Professor Name:** |  |
|  |  |  |  | Print CLEARLY |
| **Year in School** | [ ]  Freshman | [ ]  Sophomore | [ ]  Junior | [ ]  Senior |  |
|  | [ ]  Master |  | [ ]  Doctorate |  |  |
|  |  | Year | Year |  |  |
| **Address:** |  |  | **Social Security #** | If awarded, please contact SOM Financial to provide info. |
|  |  |  |  |  |
|  |  |
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| **EVENT INFORMATION** |
| Priority will be given to students invited to present or perform by peer review or audition **with appropriate documentation.** The significance of the event’s benefit to the student , the School of Music and OU will be a consideration for funding. Student is expected to pay registration fee. Funding could provide partial or total costs of transportation and lodging. No meals. Due to budget restrictions, funding is limited to one event per student per academic year. |
| **Documentation of invitation attached:** | [ ]  YES | [ ]  NO |  |
| **Event Title:** |  |
| **Event Location:** |  |
| **Date(s) 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.\* When using funds from SOM, meals/per diem **will not** be reimbursed |
|  |
| **Estimated Expenses:** | Transportation (airfare, ground, etc.) | $ |  |  |  |
|  | Lodging (# of nights x price) | $ |  |  |  |
|  | Other (explain) | $ |  |  |  |
|  | Total Amount Requested | $ |  |  |  |
|  |
| 1st |  |  |  |  |
|  | **Requestor Signature** |  | **Date** |  |
| 2nd |  |  |  |  |
|  | **Major Professor Signature** |  | **Date** |  |
|  |  |  |  |  |
| **OFFICE USE ONLY** |
|  |
| **TOTAL AWARDED** | $ |  |  |  |
|  |
| 3rd  |  |  |  |  |
|  | Director or Associate Director |  | Date |  |
| 4th  | Financial Area |  | Account Number |  |  |
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