

# SCHOOL OF MUSIC APPLICATION FOR STUDENT TRAVEL REIMBURSEMENT GRANT

**Due Friday, February 14, 2020, 3:00 p.m. in the Music Office (Music Building, Room 123)**

The School of Music is pleased to be able to support undergraduate and graduate student travel for music majors to regional or national competitions and professional conferences. To apply for a grant, carefully complete this form, print it out, obtain the necessary signatures, and bring completed forms to the School of Music office. Students receiving grants will be notified by e-mail. **Please submit one form per student requesting funding.**

Name of Applicant \_\_\_\_\_ Student ID number \_\_\_\_\_

JMU e-mail address \_\_\_\_\_ Undergraduate or Graduate Student (circle one)

## Circle the primary reason for this travel:

I will be performing at a competition or masterclass (solo)

I will be presenting a paper or presentation at a conference (individual)

I will be performing at a competition or masterclass (as part of a group)

I will be presenting a paper or presentation at a conference (as part of a group)

I will be attending a conference/masterclass/competition but not presenting/performing

Other (explain):

If performing/attending, what was the selection process? (e.g. juried, selected from submissions, etc.) \_\_\_\_\_

If you are presenting a paper or poster, please give the title: \_\_\_\_\_

Has this performance, presentation, poster been accepted for presentation at the event? \_\_\_\_\_

Name of conference and/or organization:

Location (city, state): \_\_\_\_\_ Date(s): \_\_\_\_\_

## ESTIMATED EXPENSES (PLEASE LIST EXPECTED AMOUNTS OR WRITE N/A if NOT APPLICABLE)

Conference or Organization Fee \_\_\_\_\_

Estimated Airfare \_\_\_\_\_

Personal Vehicle Mileage \_\_\_\_\_ Round Trip Miles \*.246 Rate/Mile \_\_\_\_\_

Lodging ([See Rate Table for Limits](#)) \* \_\_\_\_\_ Nights @ \_\_\_\_\_ /Night \_\_\_\_\_

Meals ([See Rate Table for Per Diem Amounts](#)) \* \_\_\_\_\_ Days @ \_\_\_\_\_ /Day \_\_\_\_\_

Other (Specify) \_\_\_\_\_

TOTAL EXPENSES \_\_\_\_\_

Anticipated Other Support (graduate students, please apply for a travel grant from the Graduate School) \_\_\_\_\_

NET PERSONAL EXPENSES \_\_\_\_\_

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## AFFIRMATIONS & APPROVALS

By signing below, the student agrees that if awarded a grant, he/she will:

1. notify the Associate Director (Dr. Speare) as soon as possible by email if she/he does not attend/perform/make a presentation so that funds are available for other deserving students.
2. submit a high resolution digital photograph of themselves at the conference or event that can be used by the School of Music to publicize the accomplishment.
3. submit a brief reflection regarding their experiences at the conference or event.
4. submit all receipts/forms requested of them by the School of Music staff by the deadlines noted in the award letter for reimbursement of funds.

Student signature and date: \_\_\_\_\_

By signing below, the faculty supervisor agrees to assist the student in developing a high-quality professional product:

Name of Faculty Supervisor or Applied Teacher (PLEASE PRINT): \_\_\_\_\_

Instructor Signature & Date: \_\_\_\_\_

\*<http://www.jmu.edu/financemanual/procedures/4215mie.shtml> (URL in case above links do not work)