## FACULTY REQUEST FOR TRAVEL FUNDS School of Music

Deadline: Oct 1<sup>st</sup> Feb 15<sup>th</sup>

REQUESTOR INFORMATION							
Requestor Name:							
Email:							
Faculty Status (check one):	☐ Professor	$\square$ As:	soc. Prof	☐ Asst. Prof	☐ Other (explain)		
	☐ Lecturer	□ Ins	structor	☐ Adjunct	☐ Staff		
EVENT INFORMATION							
Priority will be given to faculty members invited to present or perform by peer review or audition <b>with appropriate documentation.</b> 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 invita	ation attached	: 🗆	YES $\square$	NO			
Event Title:							
<b>Event Location:</b>							
Date of Event:							
Description of Event:							
•							
			BUDGET				
R	eimbursements are n		ng to the Universi	ity of Oklahoma fina			
Does the budget cov	If you have any con	ncerns or que	ng to the Universitestions, please ask	PRIOR to making	arrangements.		
Does the budget cov	If you have any conver more than y	ourself?	ng to the Universitestions, please ask	PRIOR to making	arrangements.		
Does the budget cov Who/what is in	If you have any conver more than y	ourself? request?	ng to the Universite stions, please ask	PRIOR to making asswer questions b	arrangements.  pelow    NO		
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Does the budget cov Who/what is in Anticipated Funding So (Sele  Travel Expenses:	If you have any conter more than you have any conter more than you had been seen as a	yourself? request? Will you re SOM Other	ng to the Universite stions, please ask  YES, and ecceive financ  Honors  (Explain if other)	ial compensation  VPR  Pr  Will you be booking  CONCUR?	on from the event?   YES   NO  ng your flight/hotel/auto rental in  YES   NO		

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TRAVEL JUSTIFICATION							
Individuals who believe domestic or international air travel by OU employees is mission critical must first contact their department chair or director for approval and then obtain approval from their dean or vice president. That individual will consider factors such as time sensitivity, travel advisories, impact on competitive edge, and actions of peer institutions, and will then make a recommendation to the Senior Vice President and Provost on their campus							
1)	Transportation:   Flight Private 0	Car 🗆 Univ	Vehicle   Uber/Taxi   Bus/Subway				
	(Select all that apply)   Other (explain)						
	Mask Worn: ☐ YES	□ NO					
2)	<b>Lodging:</b> Private Room □ YES	□ NO (if no, nu	umber of persons per room #				
	If NO, please explain safety precautions:						
	71 1	<b>J</b> 1					
2)	Mode VEC						
3)	Meals: YES, answer questions below		move to question 4				
Δ.		Approx. # in rooi					
4)	Accessible medical care facilities (please identify	the nearest hosp	oital and/or urgent care facility by name and address)				
~ 1	5) Please explain why attending the event is considered mission critical (defined as necessary to the ongoing operations of the University's core academic, research, or operations functions)						
6) Additional information that you believe could be helpful:							
	Sign	nature Author	izations				
	<u> </u>						
1 <sup>st</sup>							
1	Requestor Signature	Date	<del></del>				
and							
$2^{nd}$			TOTAL AWARDED				
ard	Director	Date					
$3^{rd}$	$\square$ Arts3x $\square$ FOM $\square$ fasomdir	□ N/A	□ SoM □ Other				
4 <sup>th</sup>							
7	Dean	Date	<del></del>				
<b>-</b> +1.		2					
5 <sup>th</sup>							

<sup>\*</sup> Arts!Arts! Fundraiser for faculty and student development \* FOM – Friends of Music (Foundation Funded)

<sup>\*</sup> FASOMDIR – Director Funded (Foundation Funded)

<sup>\*</sup> SoM – School of Music (Foundation Funded)