

**SCHOOL OF MUSIC
INTERNAL TRAVEL AUTHORIZATION - STUDENT**

Section 1 Trip: Domestic or Foreign

Requested by: _____ GA? YES _____ or NO _____

Mailing address: _____

For the purpose of: _____

Duration of Trip: From: _____ To: _____

Destination of Trip: _____

Is this travel for a Non US Resident? YES NO

* Note - if student is a GA, they will be required to add banking information in Peoplesoft Financials

Section 2 – Method of Travel

Method of Travel: Bus Plane Train Personal car

State car Rental car other

Section 3 – Estimated Cost

	Amount
Transportation	
Subsistence (Hotel/Meals)	
*Other expenses (explain below)	
Estimated Total Cost	

*Explain: _____

Section 4 – Funding

List source of funding for trip - and amounts available (example Travel Grant, Dean award, Department award)

Music approval: _____