



School of Music

Travel Reimbursement Request Form

The School of Music Director will consider reimbursement requests for those faculty chosen to present at an upcoming professional conference. This form must be turned in to the Assistant to the Director by October 15th for Fall semester travel and by February 15th for Spring semester travel. If funding is approved, then please complete trip authorization and reimbursement forms through the TRS online travel system. The Assistant to the Director can help with any questions.

Name _____ Conference Name _____

Conference Location _____ Presentation Title _____

Registration Fees (if applicable) \$ _____

Transportation Cost \$ _____

Hotel cost _____

Will you receive funding from other sources for this conference? (Circle one) Yes No

If yes, please explain _____

Have you received travel reimbursement yet this fiscal year (July 1-June 30)? Yes No

If yes: Conference Name _____ Reimbursed Amount \$ _____

How will this benefit Mason's School of Music?

Please list any other information that might be helpful.

Please attach a letter of invitation or a conference website listing your presentation.