SOTA Travel Fund Application Checklist:

Packet includes:

☐ Completed Student Travel Request form

☐ Student Travel form signed by faculty advisor

☐ A brief recommendation letter from a faculty advisor discussing the appropriateness of the study opportunity to the students' professional development

☐ One-page, single-spaced narrative describing participation in the program, conference, performance, presentation, exhibition, or opportunity, its significance to your professional development and the School of the Arts. Indicate potential outcomes.

☐ For Option 1 and Option 2 requests, include a photocopy of conference description and information (no more than three pages)

☐ For Option 2 requests, includes a photocopy of the invitation to present, perform, or exhibit

☐ Documentation of expected travel costs