Guidelines for Student Travel Assistance  

Rev. 11/1/2010

The Jacobs School of Music has a limited amount of funding available to assist individual Jacobs students in defraying their travel expenses in certain circumstances; because funding is limited, assistance is restricted to students participating in the types of professional activities described below:

• You are *eligible* to apply for assistance if:
  
  (1) You are a student currently enrolled in a Jacobs School of Music undergraduate or graduate degree or diploma program
  
  (2) You have been invited to present a paper at a conference, and the conference host is not paying for or reimbursing your travel expenses
  
  (3) You have been invited to be present at the performance of one of your compositions, and the presenting organization is not paying for or reimbursing your travel expenses

• You are *not eligible* to apply for assistance if your travel is for any reason other than those described in (2) and (3) above, including travel to auditions or competitions, participation in summer music festivals, etc.

• **The maximum amount of funding available for a single trip is $300.** This amount is intended only to assist in covering your travel expenses, not to cover all expenses.

• Following Indiana University regulations, **travel expenses can be paid only by reimbursement at the conclusion of the trip, based on the submission of eligible receipts** (please see further important information about eligible receipts below).

• Assistance to a student for more than a single trip in a given academic year will be considered only if funds are available; students applying for assistance for the first time will be given preference.

Step 1: applying for travel assistance

*The materials listed below should be submitted to Stephanie Gott, Music Practice Building, Music Business Affairs office PB132*

• Submit a letter addressed to the Student Travel Committee outlining the event and your participation in it. Include any supporting documentation (e.g., event brochure, meeting agenda, etc.).

• Include your name, student ID, local mailing address, and degree program/major in your letter.

• Provide a letter of recommendation from your department chair and your applied teacher or advisor, if appropriate.

• Outline a complete budget for the event, documenting all costs as they apply only to you; do not include expenses of other participants. Identify any support you will receive from other sources.

If your request is approved by the Student Travel Committee you will be notified via e-mail to visit Stephanie Gott in the Music Practice Building, Music Business Affairs PB132, to sign an *Out of State Travel Authorization Form* to begin paperwork with IU for the travel assistance request.
Step 2: After returning from travel

You will be notified via e-mail when IU Travel sends Stephanie Gott your final travel reimbursement form. At that time you must bring all your original travel receipts to her (Practice Building, Music Business Affairs Office, PB132) to complete the final process.

At the same time, please bring any documentation of the event in which you participated, including documentation of your participation.

Important

- **You must submit original receipts for documentation.** Credit card receipts work best for airline tickets, meals, or gas purchases. Meal receipts will be reimbursed only if the receipt is itemized.

- **If you submit a hotel or car rental invoice you must provide the original itemized invoice along with your proof of credit card payment.** You must also make sure that the hotel, rental car, and air fare receipts are in your name. The IU Travel Office will not accept a credit card statement alone for hotel or car rental charges.

Questions should be addressed to Stephanie Gott, Music Business Affairs, (812) 855-6000, srgott@indiana.edu