

Guidelines for Student Travel Assistance

Rev. 2/24/22

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, via email at: musnempl@iu.edu

- 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. All awards are awarded to you via a refund posted to your bursar account. Receipts are not needed.