



SCHOOL OF MUSIC  
Guidelines for Student Travel Assistance

The TCU School of Music has a limited amount of funding available to assist individual TCU music majors in defraying some of their travel costs. Students should first explore funding opportunities under the College of Fine Arts creative activity and research support programs\* (below). Because funding is limited, School of Music assistance is restricted to students participating in the types of professional activities described below:

***You are eligible to apply for assistance if:***

- You are a student currently enrolled in a TCU School of Music undergraduate, graduate, or artist diploma program

*and*

(a) You have been invited to present a paper at a conference (including students who served as co-author or research assistance on a professor's project/presentation), and the conference host is not paying for or reimbursing your travel expenses

*or*

(b) 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

*or*

(c) You have been competitively selected to perform or compete 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 above, including travel to auditions or participation in summer music festivals, camps, seminars, etc.
- **Typically the maximum amount of funding available for a single trip is \$500.** This amount is intended only to assist in covering your travel expenses, not to cover all expenses.
- Following TCU 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 via email to Dr. Marc Reed, Director, that includes:*

- 1) Your name, student ID, local mailing address, and degree program/major in your letter.
- 2) A description of the event and your participation in it. Include any supporting documentation (e.g., invitation/selection letter, event brochure, meeting agenda, etc.).
- 3) Provide a letter of recommendation from your applied teacher or academic advisor, as appropriate.
- 4) Provide 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, you will be notified via e-mail, and must follow these steps:

### **Step 2: After returning from travel**

After your travel is complete, prepare a one-paragraph report on the event, your participation in it, and the significance of its impact on you as a musician, together with documentation of the event and your participation in it, e.g. an official conference program, photocopy, or screenshot thereof. Ideally photos of your participation would also be submitted.\*\*

### **Important**

- You must submit original receipts for documentation, indicating payment method. Credit card receipts work best. Meal receipts will not be reimbursed.
  
- 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 airfare receipts are in your name. TCU will not accept a credit card statement alone for hotel or car rental charges.

\*The *TCU College of Fine Arts Undergraduate Research and Creative Activity Grant* program (<https://finearts.tcu.edu/resources/undergraduate/>)

OR

\*The *TCU College of Fine Arts Graduate Student Research Support Fund* program (<https://finearts.tcu.edu/resources/graduate/>)

\*\**Help in filing for reimbursement*

<https://vcfa.tcu.edu/financial-services-forms/>