

**College of Fine Arts and Communication
Student Travel Support Request**



TU Student Requestor: _____ Requestor TU ID#: _____

Mailing Address: _____

Towson E-mail: _____ Phone #: _____

Organization: _____

Department: _____

Advisor: _____

Is traveler the requestor, if not please indicate who? Yes No Other: _____ Is traveler a US Citizen or Permanent Resident Alien? Yes No

Destination: _____

Date of Departure: _____

Date of Return: _____

Purpose of Travel:

Estimated Cost (List ONLY costs seeking funding for; upload documents to Tiger Travel if available):

Transportation: _____

Registration: _____

Lodging: _____

Meals: _____

Other: _____

Total: \$ _____

When you return from your trip, please write a brief narrative (200-500 words) sharing where you went and for how long, explaining how your travel experiences relate to your creative activity/research or enhanced your understanding of and commitment to your field of study.

I am very interested in what happens to you and what you learn. In addition, I will share your observations with the trustees of the Kaplan estate so they can appreciate Dr. Kaplan's continued positive impact. Please upload your narrative as a word document with your expense voucher when you return.

Dean Susan Picinich

Required Signatures of Approval:

Faculty Advisor: _____ Date: _____

Department Chair: _____ Date: _____