

ADMINISTRATIVE POLICY
Memo No. 8
Revised October 2008

GRADUATE STUDENT TRAVEL REQUESTS

The School of Drama supports graduate student travel requests after review based on departmental criteria. These requests may involve travel to conferences, for research, for travel to theatres to work with faculty supervisors, to work as an intern or to attend a national showcase.

School Supported Travel

Students who need to travel for any of the above reasons must complete the Graduate Student Travel Application, form SD1341. This form is available from the Drama web site. Submit the completed form to the Administrator, with a copy of the invitation (for conferences).

The Administrator will ask the head of the program to review the request and forward it to the Executive Director with a recommendation for funding. When the request is reviewed, the student will receive an e-mail back, with an indication of approval or denial.

Students should request funding at least six weeks before the date of the trip. Processing of these applications can take that amount of time. Travel must be booked by the School's Fiscal Specialist. Reimbursement may not be possible for student booked travel.

Some support for graduate student travel is available from the Graduate School. The School will request funds from the Graduate School when appropriate.

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