

**NAZARETH COLLEGE  
DEPARTMENT OF MUSIC**

**STUDENT CONFERENCE TRAVEL REIMBURSEMENT APPLICATION**

Please complete this form, including the sponsoring faculty member's signature, and return to the Department of Music Office. The faculty member should be the one most closely associated with the professional conference.

**PLEASE NOTE: Reimbursement limit is \$100.00 per student per academic year.**

Name \_\_\_\_\_ S.S. # \_\_\_\_\_

Address for mailing check \_\_\_\_\_

Degree Program \_\_\_\_\_ Year: FR SO JR SR

Professional Organization \_\_\_\_\_

Conference Dates \_\_\_\_\_ Conference Location \_\_\_\_\_

Estimated Conference Expenses: Travel \_\_\_\_\_

Lodging \_\_\_\_\_

Meals \_\_\_\_\_

Other Expenses: \_\_\_\_\_ Amount \_\_\_\_\_

\_\_\_\_\_ Amount \_\_\_\_\_

Sources of financial support (explain): \_\_\_\_\_

Briefly describe the contribution the conference attendance will make to your educational and career objectives.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Sponsoring Faculty Signature

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Departmental Approval

Amount: \_\_\_\_\_ Chair: \_\_\_\_\_

When you return from the conference, please submit a travel or lodging receipt for reimbursement. Checks will be request once the application and receipt have been received. **A receipt must be submitted**, as this is a travel reimbursement.