Department of Music Travel Grants
Guidelines and Procedures
2018-2019

Overview
The Department of Music offers graduate students the opportunity to apply for travel grants once per year to provide funding for the following activities:

- Visiting libraries, archives or institutions to pursue research/creative activities
- Performing or presenting a creative work.
  - Students must disclose when travel is for a paid performance. (Disclosure includes; how much you are being paid for the performance and if your travel expenses are included).
  - Fully professional events will be a lower priority for departmental funding.
- Conferences – preference may be given to students who are presenting.

Eligibility
All Department of Music graduate students are eligible as long as the travel occurs within the course of a student’s program.

- Students are eligible to apply once per year.
- The student must be in good academic standing (GPA > or = to 3.3) and be recommended by their supervisor.
- If a student has received a travel grant 3 or more times during their graduate program, preference may be given to a student who have never received departmental funding.

Grant Amounts
Funding allocation scale:

- $900.00 for international travel
- $650.00 for travel to the United States
- $500.00 for travel within Canada

Payment and Student Responsibility
Every effort will be made to deliver payment in advance of travel however, because of the regulated payment schedule of the University of Alberta this may not always be possible.

If travel funds are awarded, students are to sign the agreement and adhere to the Guidelines and Procedures for Graduate Student Travel Awards. Within 2 weeks of returning from the trip, the student is then responsible for submitting ALL ORIGINAL RECEIPTS to the Graduate Advisor.
Please be advised that failure to comply with the Guidelines and Procedures will result in the student having to repay the entire amount of the grant awarded. The student will then be ineligible to apply for future funding for the remainder of their program.

How to Apply
Students are to complete the Department of Music Travel Grant Application along with the accompanying documents:

1. A one-page statement which includes the following;
   - A detailed description of the project which includes; date of travel, location and purpose of the travel (conference, performance, etc).
   - The specific relevance of the travel to the student’s research/creative activity.

2. A detailed budget
3. A current Curriculum Vitae
4. Ethics approval (where appropriate). Please visit the Research Ethics Office website for further details: http://www.reo.ualberta.ca
5. A reference letter emailed directly from the supervisor to the Graduate Advisor.

- Incomplete or late applications will not be considered.
- Applications are to be sent electronically (as one file) to musicgs@ualberta.ca

2018-2019 Application Deadlines

October 3, 2018: For travel occurring between October 1, 2018 and March 31, 2019.

February 13, 2019: For travel occurring between April 1, 2019 and September 30, 2019.
Department of Music Travel Grant Application

*Please place this form on the front page of your application*

Student Name: ___________________  Student ID__________________

Program (i.e. MMus): ________________  Route (i.e. Choral):_________

Amount requested: $__________________

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<tr>
<th>Application Checklist</th>
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<tr>
<td>One Page Statement</td>
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<tr>
<td>Detailed Budget</td>
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<td>Curriculum Vitae</td>
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<td>Ethics Approval (*if appropriate)</td>
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<td>Letter of Reference from Supervisor</td>
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<th>Student Signature</th>
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<td>(I agree to comply with the Guidelines and Procedures of this application)</td>
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Protection of Privacy – The Personal information requested for this application package is collected under the authority of Section 33 (c) of the Alberta Freedom of Information and Protection of Privacy Act and will be protected under Part 2 of that Act. It will be used for the purpose of adjudicating the Department of Music Travel Grant Award Competition. Direct any questions about this collection to: Kimberly Arndt, 3-82 Fine Arts Building, University of Alberta, Edmonton, Alberta, Canada. T6G 2C0.

Please submit all documentation (as a single file) to the Graduate Advisor by email to: musicgs@ualberta.ca.

For Office Use Only:

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<th>Approval (signature of the Graduate Coordinator)</th>
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Guidelines and Procedures for Graduate Student Travel Grants

I. Payment

To initiate payment, the Department must have a signed copy of your acceptance letter. No funds will be issued without this letter. Once we have confirmation, your payment will be processed by direct deposit: This will only happen if you have arranged to set this up yourself. If you have not set-up direct deposit and would like to, please see here for instructions: http://www.hrs.ualberta.ca/~hrs/forms/PayAdmin/DirectDeposit.pdf

II. Receipts and reporting

All students need to supply original receipts (not photocopies) to support their travel grant. If you do not have receipts to match the financial amount you were issued, you will be required to return the balance to the Department. Thus it is very important to keep track of your receipts. Please use the following guidelines:

- **Airfare**: Original Boarding passes AND proof of purchase (i.e. an e-ticket) are required. *Travel without boarding passes cannot be reimbursed.*
- **Baggage fees**: receipt issued at airport
- **Accommodations**: Hotel receipt in your name with proof of purchase (i.e. a visa receipt, a zero-balance on the hotel bill)
- **Meals**: You can claim receipted meals. Reasonable gratuities are acceptable. *Alcoholic beverages are NOT an allowable expense.
  - Receipted meals: Restaurant receipt in YOUR name with proof of purchase (i.e. a visa receipt, a zero-balance on the bill).
- **Conference fees**: Online or paper receipt
- **Mileage**: Driving your own vehicle at .46/KM. Note you need to include a Mapquest map showing the distance you traveled
- **Ground Transportation**: Taxis, subway, etc.

III. After travel

A. As soon as you return from your travel, please organize all receipts and submit everything to the Graduate Advisor. For questions, contact musicgs@ualberta.ca.

B. Also, you must submit a short report outlining your activities and how they benefitted your professional development. The length can be 1-2 paragraphs. Please submit this to the Graduate Advisor at musicgs@ualberta.ca.