

Liability Waiver:

Students *must* complete a travel liability waiver form, available in the department office. Complete a Student Travel Liability Waiver and submit this Student Travel Liability Waiver with the other documentation required in the Student Travel Funding Request Form.

Reimbursement Policy:

By accepting travel monies the student agrees to carry out all obligations related to the preparation and execution of duties assigned to the travel. Failure to do so may result in the revoking of and/or reimbursement of funds.

Student Travel Reimbursement Policy

Students who receive a student travel award are required to complete all obligations documented on the Student Travel Funding Request Form. A student's failure to complete all student travel award agreements may result in the revocation of the student travel award and/or the Department of Theatre Arts placing a Bursar's hold on a student's account until reimbursement of the student travel award is resolved.

Student Signature: _____ Date: _____

Department Use Only

Source of Funds:	%Acting Track	%Design/Tech	%Theatre Studies
			Amount Rewarded: _____
Required Signatures of Approval:			
Track Coordinator: _____		Date _____	
Dept. Chair/Designee: _____		Date _____	