

# DEPARTMENT OF ART – STUDENT TRAVEL COMMITMENT LETTER

Submit to Art Office at least three weeks prior to listed travel dates

I, \_\_\_\_\_ agree to the itinerary and costs associated with travel to  
(Name as Appears on UTEP ID)

\_\_\_\_\_ for the purpose of \_\_\_\_\_  
(Where, City/State/Country) (Event/Activity)

on the following dates \_\_\_\_\_.  
(Exact Dates of Travel)

I understand that I must pay for all my own expenses (food, lodging, transportation and museum or gallery entry fees, etc.) during the designated travel. I further understand that the reimbursement for some or all of these expenditures is strictly dependent on any remaining funds left from the specific approved travel budget allowance.

I understand that if flying is required and is approved within the budget, the Department of Art will make the necessary arrangements and pay for the ticket as required by UTEP Travel Policies. I also understand that I **will not be** reimbursed if the ticket is privately purchased.

I understand to be eligible for any reimbursement I must supply the Department of Art, **by the next business day after returning to El Paso, Texas:**

1. all the original (food, lodging, transportation and museum or gallery entry fees, etc.) cost receipts that are named, dated and apply only to myself. **No hand-written, split-party receipts, art materials, alcoholic beverages and souvenirs receipts will be accepted.**
2. An original travel itinerary (airfare, train, and or bus), if paid by myself as required proof of travel for these dates.

I understand that if Dodson Student Travel Funds were awarded, I **must** write a self-assessment travel report documenting the benefit of the activity and must address the following points:

1. Date of travel/event.
2. Purpose of travel.
3. Detailed information of presentation outcome or workshops attended.
4. Educational or professional benefits of travel/event.
5. Indicate any potential outcomes (i.e., publication, future presentations or performances, future showings, etc.) that may result from your travel.

This report is due to the Department of Art, **by the next business day after returning to El Paso, Texas**, along with all the original cost receipts and travel itinerary as described above.

I understand and agree to reimburse the Department of Art for associated travel costs (e.i., airline tickets, mandatory departmentally provided travel insurance, conference/workshop fees, etc.) that must be arranged and paid for ahead of time if I am unable to attend.

Student Signature \_\_\_\_\_ Faculty Mentor Name \_\_\_\_\_

Date Signed \_\_\_\_\_ Faculty Signature \_\_\_\_\_

Date Signed \_\_\_\_\_

## ART OFFICE USE ONLY

Date Received Commitment Letter: \_\_\_\_\_ Initials: \_\_\_\_\_ Amount Awarded: \_\_\_\_\_

Date Reimbursement Processed: \_\_\_\_\_ Initials: \_\_\_\_\_ Budget Cost Center: \_\_\_\_\_