

COLLEGE *for* Creative STUDIES

2016/2017 Visiting Artist Fund Request

All requests must be submitted as hard copies to Sharon Procter, Associate Provost, Office of Academic Affairs. Time sensitive requests may be submitted digitally to sprocter@collegeforcreativestudies.edu

Requests for visiting artist funds will be prioritized in accordance with the needs of the College.

Sponsoring Faculty Name
Department
Visiting Artist's Name
Content/Topic/Title of Presentation
Intended Audience
Dates (approximate if not confirmed)
Student Activity (not required)

Supporting documentation about the artist/speaker must be attached for consideration with a rationale explaining what value their visit would bring to the College.

Anticipated Expenses

Table with 3 columns: Description, Cost. Rows include: Honorarium, Lodging, Transportation, Food, Other, Total Anticipated Cost.

If the costs exceed the allotted budget, which budget center should be charged?

Applicant's Signature Date

Chair's Signature Date

Approved Denied Approved Amount

Academic Affairs's Signature Date

*If approved, you are responsible for completing the necessary travel arrangements and all payment requisitions. Travelers must adhere to the CCS Travel and Entertainment Policy... All reimbursement forms must be filed within 60 days of the event.