

- Purpose:** The primary purpose of the College of Arts & Sciences travel support funding is to encourage faculty to present scholarly papers/creative works and to serve in leadership roles in professional organizations related to their specialization or field of study.
- Eligibility:** All full-time, tenured, and tenure-track faculty are encouraged to apply for funding; however, priority will be given to presentations of scholarly papers or creative works.
Faculty who are receiving start-up funds as part of their contract letter are not eligible to apply, unless all start-up funds have been exhausted.
- Awards:** For the 2018-2019 Academic Year, the college will issue awards in the amount of \$500.00.

Applicants are limited to receiving one (1) \$500.00 award per academic year.
- Call for Applications:** In order to ensure that a portion of travel funds are reserved for use throughout the academic year, the College will issue three (3) separate calls for Travel Support Applications throughout the academic year.

Calls for applications will be held on September 14, 2018, December 14, 2018 and February 14, 2019. Announcements will be sent to each department Chair & Administrative Associate requesting the information be shared with all faculty.
- Application Process:** Applications will be accepted beginning at 9am on the day of the application cycle. Applications may be hand-delivered to the Office of the Dean, or may be emailed to elisa.guerra@tamuk.edu. *Applications received prior to 9am on the day of the application cycle will not be considered for funding.*

When applying for support from the College of Arts & Science travel fund, please submit a completed Travel Support Application, and ONE of the following:
- Notification or Invitation letter
 - Conference program with faculty's role highlighted.
- Applications will be accepted and reviewed on a first come, first serve basis. Incomplete applications packages will not be considered for funding.

Fourteen (14) travel awards will be issued each application cycle. When the funding for each cycle has been exhausted, an announcement will be sent to each department Chair & Administrative Assistant requesting the information be shared with all faculty.
- Notification of Award:** Travel award recipients will be notified by email of their award. The email will include confirmation of dollar amount, the account number to utilize for expenses and deadlines for filing travel expenses.
- Reimbursement:** In advance of the travel, the faculty member must submit a Travel Request in Concur to encumber the awarded funds. After the travel has been completed, he/she will be required to file an expense report through Concur. A copy of the conference agenda/program is required to be attached to the expense report. Failure to follow university travel policy will result in forfeiture of travel award.

TRAVEL SUPPORT APPLICATION

In-state Travel Out-of State Travel International Travel

Name: _____ Department: _____

Title/Rank: _____ Tenured: ___ YES ___ NO

If not tenured, please check status: ___ Tenure Track ___ Non-Tenure Track

Name of Conference/Event & Organization:

Dates of travel & location:

Funds are requested to support travel for the following purpose:

___ To present a scholarly paper or a creative work – **Attach Letter of Acceptance**

___ To serve in a leadership role – **Attach documentation of role** (elected officer or appointed committee chair)

___ Other* - **Provide description & attach documentation to support**

**Arts and Sciences Travel Support funds are intended primarily to support presentations of scholarly papers/creative works and/or leadership in professional organizations; consideration of travel for other scholarly endeavors may be considered but only if funding is available after other requests are met.*

Title of paper or creative work and brief description:

Indicate if sole author/creator: ___ Yes ___ No

If multiple authors, indicate if primary lead/author/creator: ___ Yes ___ No

If funds are requested for performing a leadership function in a professional organization, please describe the role you will play:

Estimated Cost Breakdown

Conference/Event Costs	
Airfare	
Mileage	
Meals	
Hotel	
Cab/Shuttle	
Registration	
Other	
TOTAL	

Sources of Funding	
Department*	
Grant	
Other**	
TOTAL	
*If '0' funding is indicated from the department, then a signed/dated statement must be attached from the Department Chair stating no department funds are available to support this travel request.	
**Describe: _____	

Total funding requested from Arts & Sciences:	\$ _____ Max award amount: \$500.00
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Faculty Member Signature: _____ Date: _____

Department Chair Signature: _____ Date: _____

FOR USE BY ARTS & SCIENCES ONLY

Date received: _____ Received by: _____

Application Cycle: September 2018 December 2018 February 2019

Approved for funding Approved Funding Amount: \$ _____

Conditions for funding: _____

Not approved for funding

Reason: _____

Faculty member notified of decision Date: _____

Spreadsheet updated Date: _____