

- Purpose:** The primary purpose of the College of Arts & Sciences travel support funding is to encourage faculty to present scholarly papers and/or creative works related to their specialization or field of study.
- Eligibility:** All tenured, tenure-track and professors of practice are encouraged to apply for funding.
- 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 2024-2025 Academic Year, the college will issue awards up to \$1,000.00.
- Applicants are limited to receiving \$1,000.00 in college travel awards per academic year.
- Due to end of fiscal year deadlines, funding will not be awarded for travel occurring from August 15, 2025 – September 15, 2025.
- Call for Applications:** To ensure that a portion of travel funds are reserved for use throughout the academic year, the College will issue four (4) separate calls for Travel Support Applications throughout the academic year.
- Calls for applications will be held on September 23-24, 2024, November 21-22, 2024, February 20-21, 2025 and April 21-22, 2025. Announcements will be sent via email to faculty, department chairs & administrative associates.
- Application Process:** Applications will be accepted via email on the days of the specified application cycle. Applications are to be emailed to [elisa.guerra@tamuk.edu](mailto:elisa.guerra@tamuk.edu) . All submitted applications will receive a notice of receipt via email.
- 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.
- Incomplete application packages will not be considered for funding.
- Notification of Award:** Applicants will be notified via email of funding approval status. 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. Only the awarded amount is to be encumbered on the Travel Request.

Return travel must be filed on an Expense Report in CONCUR within 90 days of travel completion, but no later than August 15, 2025. A copy of the conference agenda/program is required to be attached to the expense report. Failure to follow university travel policy, including export control requirements, will result in forfeiture of travel award.

**TRAVEL SUPPORT APPLICATION**

**In-state Travel**

**Out-of State Travel**

**International Travel**

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Title/Rank: \_\_\_\_\_

Faculty Status:      Tenured      Tenure Track      Professor of Practice

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***

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

*\*Arts and Sciences Travel Support funds are intended primarily to support presentations of scholarly papers and/or creative works; 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

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