**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  $\underline{{\sf elisa.guerra@tamuk.edu}} \;. \; {\sf All \; submitted}$ 

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 <u>ONE</u> 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 i ravel	Out-of S	tate Travel	International Travel						
Name:				Department:						
Title/Rank:										
Faculty Status:	Tenured	Tenure Track	Professor of F	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* - <i>Provide description &amp; attach documentation to support</i>										
*Arts and Sciences	Traval Support funds a	ra intandad primarily	to cupport procent	ations of scholarly papers and/or creative works:						
*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										

## **Estimated Cost Breakdown**

Conference/Event Costs		Sou	Sources of Funding				
Airfare			partment*				
Mileage		Gra					
Meals		Oth	er**				
Hotel			TOTAL				
Cab/Shuttle		*If '0	funding is indicated fro	om the departme	ent, then a		
Registration		signe	ed/dated statement mus	st be attached fro	om the Department		
Other			Chair stating no department funds are available to support this travel request.				
TOTAL		**D	escribe:				
Total funding re		rts &					
Total funding requested from Arts & Sciences:			\$ Max award amount: \$1,000,00				
		l ·					
Faculty Member Sig	nature:		Date:				
Department Chair Signature:			Date:				
Date received:			Received by:				
Application Cycle:	Sep 2024	Nov 2024	Feb 2025	April 2	025		
Approved for funding			Approved Funding Amount: \$				
Conditions for fundi	ing:						
Not approved for	funding						
Rationale:							
Faculty member	notified of decis	sion Da	te:				
Conner alaba e e	امدما						
Spreadsheet upd	ared	Da	te.				