

- 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, and tenure-track faculty 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 2019-2020 Academic Year, the college will issue awards in the amount of \$1,000.00.
- Applicants are limited to receiving one (1) \$1,000.00 award per academic year.
- Due to end of fiscal year deadlines, funding will not be awarded for travel occurring from August 15, 2020 – September 15, 2020.
- 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 12, 2019, December 12, 2019 and February 12, 2020. Announcements will be sent to each department Chair & Administrative Associate requesting the information be shared with all faculty.
- The travel support guidelines and application are available on the college website: <http://www.tamuk.edu/artsci/about-COAS/fsresources.html>
- 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 application packages will not be considered for funding.

**Notification of
Award:**

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.

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. Only the awarded amount is to be encumbered on the Travel Request.

Return travel must be filed on an Expense Report in CONCUR before August 15, 2020. 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: _____

Tenure status: ____ Tenured ____ 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**

____ 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

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: \$1,000.00
---	--

Faculty Member Signature: _____ Date: _____

Department Chair Signature: _____ Date: _____

FOR USE BY ARTS & SCIENCES ONLY

Date received:

Received by:

Application Cycle: ☐ September 2019 ☐ December 2019 ☐ February 2020

☐ Approved for funding Approved Funding Amount: \$ _____

Conditions for funding: _____

☐ Not approved for funding Reason: _____

☐ Faculty member notified of decision Date: _____

☐ Spreadsheet updated Date: _____