TEXAS A&M UNIVERSITY KINGSVILLE

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FRANK H. DOTTERWEICH
COLLEGE OF ENGINEERING

Faculty Travel Support Application

Instructions:

1. Please read the latest College of Engineering "Travel Support Policy" below.
2. Please note that support is subject to availability of funds.
3. Please fill all fields and provide all supporting documents. Supporting documents are required for the fields with an " * "
4. Please attach a copy of the conference registration receipt.*
5. This form should be filled to reserve approved funds before the travel takes place. No retroactive travel funding is allowed.

Travel Support Policy

All CoE faculty are eligible for travel support funding from the Dean's office once per year, on a first-come-first-serve basis, up to a maximum of $750, subject to the availability of funds under the following conditions:

1. Faculty can request travel support for attending a conference to present a paper.
2. The presented paper must be published in the conference proceedings.
3. The faculty member requesting travel support has no funding available from research grants or other sources.
4. Travel support requested from the Dean's office must have 1:1 match from the department or other sources.
5. In case of unavailability of funds from the department or other sources, exceptions can be requested from the Dean's office, which will be considered on a case-by-case basis.
6. A faculty member requesting travel support must provide the name and location of conference, proof of paper acceptance, and related information.

Item	Data
Date of application	
Faculty Name	
U.I.N.	
Department	
Status (e.g. tenure-track)	
Source and Amount of funding requested from sources other than the Dean's office ($) *Provide documentation	
Amount of matching funds requested from the Dean's office ($)	
Total cost of Travel ($)	
Number of successful travel funding requests from the Dean's office during current academic year	
Paper Title *Provide title and abstract document	
Conference Title, Organizer, Date, and location *Provide web page as hard copy and link to webpage	
Is the paper going to be published in the conference proceedings? *Provide paper acceptance documentation	
Dates away	
Classes to be missed and plans for coverage	

Applicant signature ---------- Date ----------

Department Chair signature ---------- Date ----------

Associate Dean for Research Approval ---------- Date ----------