
INTERNATIONAL TRAVEL SUPPORT GUIDELINE

The purpose of the College of Liberal Arts International Travel Support Guideline (ITS) is to enhance faculty research and creative activities by providing funds for international travel to individuals presenting original research or creative works at recognized international meetings. Funds are not available to support attendance at international meetings or colloquium presentations at other universities. Travel to Canada, Mexico, and Puerto Rico is treated fiscally as domestic travel and is therefore not eligible for international travel support.

Eligibility: All Faculty

Award: Up to \$1,500 per faculty member/per academic year (larger amounts may be approved under exceptional circumstances).

Application: Faculty must use the ITS application form.

Criteria: The contemplated international travel clearly advances the applicant's scholarship and professional visibility.

The applicant's documented involvement is significant (e.g., invited research talk or presentation of new creative work).

The applicant has limited access to other funding for international travel

Deadlines: Applications are reviewed three times each year as follows:

June 1: deadline for meetings held **September through December**

November 1: deadline for meetings held **January through April**

February 1: deadline for meetings held **May through August**

Note: Applications may be submitted without the letter of acceptance by the appropriate deadline and approved contingent on receipt of the required acceptance letter.

Decisions: Immediately after each deadline, the College's Planning and Resources Committee will review applications and make funding recommendations to Office of the Dean.

If approved, funds will be transferred to your department. Discuss your travel plans with you department business staff and complete the foreign travel forms as required

Reporting: Faculty receiving awards will report 30 days from the conference on the benefits of the award. All funds will be returned to the dean's office if trip does not occur.

Submit form: To Liberalarts-research@tamu.edu. Handwritten applications will not be accepted.

INTERNATIONAL TRAVEL SUPPORT APPLICATION

Date of Request: _____

Applicant Name: _____

Rank: _____ Department: _____

Email address: _____ Phone number: _____

SCHOLARLY/CREATIVE ACTIVITY

1. Name of Meeting: _____

2. Sponsoring Organization: _____

3. Location of Meeting: _____

4. Dates of Meeting: _____

5. Title of your paper or presentation: _____

6. Please check below the nature of your participation (check all that apply):

- | | | |
|---|--|--|
| <input type="checkbox"/> High Officer of Organization | <input type="checkbox"/> Key Note speaker | <input type="checkbox"/> Plenary Paper |
| <input type="checkbox"/> Invited Paper | <input type="checkbox"/> Competitive Paper | <input type="checkbox"/> Panel Organizer |
| <input type="checkbox"/> Panel Participant | <input type="checkbox"/> Other _____ | |

7. Briefly describe the expected benefits to your scholarship, students, the university, and the state of Texas, as appropriate. Specify whether there will be any proceedings or other published outcome.

8. **Attach program participation supporting documents** (e.g., copy of meeting program showing your name, presentation topic, date or letter from organizer confirming your part in the program)

A. TRAVEL FUNDS

1. Have you received an ITS award in the previous academic year?
NO ___ YES ___: If YES, \$ _____ (Please provide amount of award)
2. Have you attended an international meeting, congress or conference in the past two years? NO ___ YES ___: If YES, please provide date, place, and sources of support.

DATE / LOCATION

SOURCES OF SUPPORT

Grant Department College Personal

3. What other sources of international travel support are currently available to you?

Funds provided by conference or association \$ _____

Funds from department or University \$ _____

Funds from endowment or grant \$ _____

Funds from other sources (e.g., start-up) \$ _____

TOTAL \$ _____

4. Total Cost of Travel \$ _____

Provide budget and include supporting documents (e.g., documentation of estimated airfare, hotel costs, or other expenses related to international travel). *Including supporting documents as an attachment to the application is acceptable.*

B. REQUIRED SIGNATURES.

APPLICANT: My signature below certifies that the information I provided is accurate and complete.

Signature of Applicant

Date

HEAD: My signature below certifies that I approve the travel fund request and that the levels of support are accurate and complete.

Signature of Departmental Head

Date

NOTE: All foreign travel must be approved in advance. Please review University Rule on Foreign Travel (21.01.03.M1) <http://rules-saps.tamu.edu/PDFs/21.01.03.M1.pdf>.

Please submit completed applications to: Liberalarts-research@tamu.edu.
Handwritten applications will not be accepted.