

## FACULTY INTERNATIONAL TRAVEL FUND APPLICATION

*The College of Arts & Sciences will match internal funding for international travel up to \$1,000 for tenured/tenure track faculty or \$500 for phased retirees for either research or conference presentation, if funds are available. Find guidance and FAQs on the page 2 of this document. For conference travel to Mexico or Canada, submit a CAS STF Application.*

### A. APPLICANT INFORMATION

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ ( Middle: \_\_\_\_\_ )

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

Indicate Status: ☐ Current tenured / tenure-track faculty ☐ Phased retiree

### B. TRAVEL INFORMATION

Purpose of Travel (*check at least one*): ☐ Conference Presentation ☐ Conduct Research ☐ Other

Departure Date: \_\_\_\_\_ Return Date: \_\_\_\_\_

Destination: Country: \_\_\_\_\_ Region/City: \_\_\_\_\_

Briefly describe the purpose and expected outcomes of this trip:

### C. FINANCIAL INFORMATION

*CAS International Travel Fund will provide up to \$1000 only if applicant has been awarded internal matching funds. External grants or out-of-pocket funds may not be used as match. You may combine sources to secure the full match. Authorizing official should initial OR award documents may be attached.*

FUNDING SOURCE	AMOUNT	INITIALS
<b>Requested from CAS ITF</b> (up to \$1000, cannot exceed total match)		n/a
Your Department/Program		
Global Engagement Office International Travel Fund		
Global Engagement Office Kohler Award		
ORE Faculty Research Award (travel should be in proposal budget)		
Other internal source:		
<b>Total Estimated Trip Cost</b>		n/a

### D. SIGNATURES

Applicant \_\_\_\_\_ Date: \_\_\_\_\_

Dept. Chair/Head \_\_\_\_\_ Date: \_\_\_\_\_  
(Dept. head signature indicates approval of matching departmental funds, if applicable.)

# FACULTY INTERNATIONAL TRAVEL FUND FAQS

## Who is eligible?

All tenured or tenure-track College faculty who receive matching internal travel funds. Faculty on phased retirement are eligible for a reduced award.

Faculty seeking support from the ITF are subject to the University's [International Travel Policies](#), including the requirement to register international travel with UNCG's Global Engagement Office and/or petition for approval if traveling to certain locations.

## How much does the College match?

The College will match up to \$1,000 for either research or conference travel for tenured or tenure-track faculty and up to \$500 for faculty on phased retirement. For international conference travel, if multiple co-authors apply to present the same research at the same event, the College reserves the right to reduce award amounts.

## What types of funds are matched?

The College will only match internal funds. These funds include the [Global Engagement Office](#)'s International Travel Fund or Kohler Fund, New Faculty Grant, Regular Faculty Grant, and Departmental / Program funds. The College will NOT match out-of-pocket funds or external funding from grants.

## What documentation is needed to provide evidence of funding?

To show evidence of matching funds, you will need to attach a letter from the funding office that shows the dollar amount that has been funded. If the source is departmental or program funds the department head or director must sign the Request Form and initial the dollar amount to be provided. If there are two sources of funding the appropriate documentation must be submitted for each source.

## Can I submit the College's ITF application at the same time I am applying for the funds from the International Travel Fund or Kohler Fund?

No. Because the College awards only matching funds, you must have applied for and received other internal funding before submitting this application form. The College's application should be submitted only after all funding is identified. The College Office will not hold any forms.

## Can I apply for matching funds more than once a year?

No. Faculty are only eligible to receive the funding once per fiscal year (July 1-June 30). The date of travel (not the date of request nor the date of award) is determinative.

## Does it matter when my trip takes place?

The application form should be submitted at least 2 weeks before your departure. Faculty members are encouraged to submit applications as far in advance as possible, within the same fiscal year as travel dates. For travel in July or August, you may apply in May or June. However, because travel funding is uncertain, we cannot guarantee funds will be available in the next fiscal year to fulfill requests made in the current year.

## If my request is approved, how can I access funding?

College travel funds are disbursed as reimbursement via a completed [Chrome River](#) expense report, either for approved, pre-travel expenses or after travel occurs. In special cases, funds may be transferred to your home department/program.

## Where should I send the form?

Completed form and documentation of matching funds should be sent to the CAS Office of Research in 100 Foust or emailed to Chad Fogleman, [jcfogleman@uncg.edu](mailto:jcfogleman@uncg.edu). Digital signatures are acceptable.