



CAS 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 research and/or conference presentations abroad, if funds are available. See guidance on 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

External grants or out-of-pocket funds may not be used as match. You may combine sources to secure the full match. Department head (and/or other authorizing official) should sign below OR award documents may be attached.

| FUNDING | AMOUNT |
|---|--------|
| Requested from CAS ITF (up to \$1000, cannot exceed total match) | |
| Matching Funds: | |
| Department/Program | |
| Global Engagement Office (GEO) International Travel Fund | |
| GEO Kohler Award | |
| ORE Faculty Research Award (trip should be in proposal budget) | |
| Other internal source: | |
| Total Matching Funds (should equal/exceed CAS ITF request) | |

D. SIGNATURES (indicates approval of matching funds above, if applicable)

Applicant _____ Date: _____

Dept. Chair/Head _____ Date: _____

Other Approver (as needed) _____ Date: _____

Email completed application with required signatures and attachments to CAS Office of Research at casresearch@uncg.edu. (Revised January 2026)

CAS 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 / program director must sign the Application Form to indicate approval of match amount. If there are multiple sources of funding, appropriate documentation must be submitted for each source.

Can I submit the CAS ITF application at the same time as I am applying for funds from the GEO 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. Your GEO award letter should be submitted with your CAS ITF application.

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 (pcard) or after travel occurs. In special cases, funds may be transferred to your home department/program.

Where should I send the form?

The completed, signed application form **and** documentation of matching funds should be sent to the CAS Office of Research via email at casresearch@uncg.edu. Digital signatures are acceptable.