

TRAVEL FUND GUIDELINES
2013-2014

Funds available first and foremost for airfare from the college and provide support for (T/TT) faculty to attend academic meetings for the purpose of presenting academic/scholarly papers and continuing education in their respective fields that will benefit the College of Sciences. Funds are awarded in such a way as to enhance the quality and quantity of research within the College of Sciences. Policies and guidelines set forth by the College Academic Research Committee (CARC) pertaining to the Faculty Travel Fund are done so on behalf of the Dean of the College of Sciences

Guidelines

1. Travel Fund Request Form and Tentative Budget Form – completed forms must be submitted for review by your department chair at the same time the abstract is submitted to the upcoming meeting/event (several months in advance is encouraged). Each request will be reviewed on an individual basis as soon as possible upon submission.*
2. Notification of Approval of Funds – upon submission of “Notification of Acceptance of Abstract” from the meeting. Requestor will be notified in writing regarding the status of the request, and amount approved.
3. Amount of Approved Funds – will be transferred to department prior to travel. Academic Departments where T/TT faculty have their appointment will complete and process required documents to include VE5 (Request for Travel Authorization) and VP5 (Travel Payment Voucher) and assist travelers with pre- and post travel administrative support.

*Fill out request form and submit completed form electronically to: Cheryl.Negrete@utsa.edu

Funding

1. Prior to applying for travel funds, faculty members should first utilize funds from departmental sources, and, moreover request funds from respective departmental F&A accounts.
2. Limit of \$800.00 maximum reimbursement per person (including conference fee) for any meeting/trip. The funding amount will depend on availability of funds within the COS. Prioritization of travel fund request will be judged on scholarly productivity and need of faculty member. Funding priority will also be given to faculty members who demonstrate that previous travel funded by the department and/or the COS has resulted in the submission of a manuscript to a juried or refereed journal.
3. These guidelines shall apply to papers that have been accepted by a refereed or competitive process and are included in the meeting program. No funding will be available for non-refereed/non-competitive papers or for papers accepted for table or poster sessions.
4. Only faculty members who have an active contract or who are on leave with pay are eligible to apply for funding.
5. Consideration will be given to faculty members that have not previously requested travel funds.

Co-Authored Papers

The college will reimburse only the equivalent of one faculty member’s travel cost and conference fee per scholarly meeting/trip.