INTERNATIONAL TRAVEL FUND (ITF) AWARD

College of Visual & Performing Arts
Texas Tech University

*International refers to university definition. Approval by Vice Provost for International Affairs for evaluation of safety/security factors: note that an official travel form (i.e., not this one) is required for all international travel by state employees on state business, immaterial of funding source (e.g., official, personal, or third party). The official form is available online; it must be signed by the traveler, the fund/org manager and the Dean, as appropriate. The signed application must then be sent to the Office of International Affairs (OIA) at M.S. 5004, where it will be reviewed by OIA for safety/security considerations, and that office may schedule consultations with the traveler if specific circumstances so warrant before approval. OIA will forward the application to the Provost for final approval. The approved application will be returned to the originator to be included with the online travel voucher.

Application Procedure for CVPA funding:
Submit application to the CVPA no later than 6 WEEKS prior to travel, since it must be completed, routed, and approved at least 4 WEEKS before travel. (See earlier deadlines for OIA funding below.)

Official Travel Application:
Staff at the Office of International Affairs will use information on your application to confirm that you and your contacts are in compliance with US Export Control restrictions.

Application Procedure for OIA funding:
All applications received in advance of Office of International Affairs deadlines will be routed there for consideration (see p. 2). Complete known information on the OIA application form (p. 3-4) using 12-point font; complete CVPA International Travel supplement (p. 5-6) that includes a project narrative (description) not exceeding one page, single spaced. Ask your director to indicate the “School Contribution.” The college will indicate its contribution and send the completed 2-page OIA form to the Office of International Affairs. If your application misses these deadlines, complete page 3, skip page 4, and complete the remainder as usual.

Send application to: CVPA International Travel, 103 Holden Hall, MS 5060.

Review: Applications are reviewed by the dean’s office case-by-case when received. Criteria used in decision-making include: unit funding support; total and unfunded costs of project; scope of project; significance of proposed project in relation to creative / research objectives (short- and long-term); success rates and reports of projects funded previously; equitable distribution of funds throughout the college, etc.

Follow-up reporting:
(1-page maximum, single spaced) Within 30 days of completion of travel, write a concise account of achievements in scholarship, including (as appropriate) specific activities completed, peer reception, status/advancement of project, progress toward publication, relationship of completed project to long-term plans for scholarship. Submit report both to OIA contact and to CVPA International Travel, 103 Holden Hall, MS 5060.

NON-COMPETITIVE ALLOCATION:
Since available internal funds will be allocated to projects in absence of substantive peer review, a CVPA International Travel Allocation does not constitute a “Grant,” whether in the Annual Faculty Report or in the Curriculum Vita for Tenure and Promotion.
INTERNATIONAL TRAVEL FUND (ITF) AWARD
TEXAS TECH UNIVERSITY
INTERNATIONAL TRAVEL FUND

The President and the Office of the Provost have graciously approved supplemental funding to assist TTU faculty with the cost of travelling abroad for making presentations and addresses at conferences, exhibitions, and concerts that are taking place outside of the United States. This funding is administered by the Office of International Affairs (OIA) and is intended to supplement departmental, college and/or other funds available to faculty for the purpose. The award of this funding is contingent upon written consent of department chair/center director AND the Dean of the College.

Guidelines for Application

- Applications are received three times each year as follows:
  - February 1 deadline: for travels during March and August
  - June 1 deadline: for travels during July through December
  - October 1 deadline: for travels during November through April
- By the appropriate deadline, submit the following documents to Tanya Gillit, Administrative Assistant to the Associate Vice Provost for International Programs, Office of International Affairs, 601 Indiana Avenue, Box 45004, Texas Tech University:
  - The original and one copy of the completed application using the International Travel Fund Application (see below).
  - Invitation to conference and/or letter of acceptance for presentation at the conference. You are welcome to submit a request for funding without the letter of acceptance if you believe that your presentation will be accepted soon after the deadline. Your request may be approved contingent upon your receiving the acceptance letter and forwarding it to OIA.
  - Other attachments as necessary.

Policies Governing ITF

- International Travel Application (along with information necessary for Export Control compliance screening) must be submitted in a timely fashion and must be approved prior to travel.
- Because of the limited amount of available funds ($20,000 per year), each award will be limited to a maximum of $1,500 and may only be used for the airfare portion of your trip.
- If you do not use the funds for the specific trip you will need to reapply for future funds—the funds are not automatically carried forward.
- Please read TTU travel regulations before purchasing tickets.
- Within 30 days of returning from the trip, you must submit a trip report using the International Travel Fund Trip Report (see below).
INTERNATIONAL TRAVEL FUND (ITF) AWARD

Application Form

1. Applicant Name: ___________________________ Tenure Track/Tenured: YES NO
   R#: ______________________ (used for internal purposes only)
   Position/Title: ___________________________ Email Address: ___________________________
   Department/School: ___________________________ Phone Number: ___________________________
   College: ___________________________
   Campus Address: ___________________________

2. Name of Conference and Sponsoring Organization:
   ____________________________________________
   Location of Meeting: ___________________________
   Dates of Meeting: ___________________________
   Lowest estimated roundtrip, economy class airfare: ____________
   Amount Requested From ITF: ____________ (should not exceed $1,500 and the lowest estimated airfare)
   Other Sources of Support:
   Department: $ ________
   College: $ ________
   Grants: $ ________

3. Please check below the nature of your participation at the proposed conference (check all that apply).
   Officer of Organization    Keynote Speaker    Panel Organizer
   Plenary Paper             Invited Paper       Panel participant
   Selected paper            Panel Commentator  Other

4. Signatures of both dean and department chair/center director.
   Dean’s Name: ___________________________ Signature: ___________________________ Date: ________
   Director Name: ___________________________ Signature: ___________________________ Date: ________
   Applicant Name: ___________________________ Signature: ___________________________ Date: ________

Note: Submit the original and one copy of this application to Tanya Gillit, Administrative Assistant to the Associate Vice Provost for International Programs, Office of the International Affairs, 601 Indiana Avenue, Box 45004, Texas Tech University, by the appropriate deadline, along with all relevant attachments. Remember that you are required to provide an ITF Trip Report within 30 days of returning from the trip to attention Tanya Gillit, Office of the International Affairs, 601 Indiana Avenue, Box 45004, Texas Tech University.
INTERNATIONAL TRAVEL FUND (ITF) AWARD

Trip Report

1. Name of Traveler: ____________________________
   R#: ____________________________ (used for internal purposes only)
   Position/Title: ____________________________ Email Address: ____________________________
   Department/School: ____________________________ Phone Number: ____________________________
   College: ____________________________________________
   Campus Address: ____________________________________________

2. Name of Conference and Sponsoring Organization:
   ____________________________________________
   Location of Meeting: ____________________________________________
   Dates of Meeting: ____________________________________________

3. Summary of presentations, results, or accomplishments of the trip and other comments (Attach additional sheets if necessary. Report should not exceed 2 pages.)

   ____________________________________________
   ____________________________________________

   ____________________________________________
   ____________________________________________

Traveler Signature: ____________________________ Date: ________________

Please return to Tanya Gillit, Administrative Assistant to the Associate Vice Provost for International Programs, Office of the International Affairs, 601 Indiana Avenue, Box 45004, Texas Tech University, within 30 days of returning from the trip for which you received International Travel Fund.
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College of Visual & Performing Arts
Supplemental Information for CVPA Use Only

Leaving: ________ AM / PM    Returning: ________ AM / PM
Time     Date     Time     Date

Is a Vacation or other leave to be taken in conjunction with this Leave?   Y   or   N

PURPOSE & DESCRIPTION OF PROJECT (1 pg. maximum): Please attach an additional page if needed.

_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
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_____________________________________________________________________________________

Name of Paper or Presentation (if applicable): ________________________________

_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

OTHER

Business Equipment / Supplies during travel?     Yes     or     No
If so, please explain what equipment / supplies: ___________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

5 | P a g e
BUDGET:
Specify amount of expected expenses:

AIRFARE- ________________________________
HOTEL Per Diem- ____________ TOTAL- ______________
RENTAL CAR AND/OR TAXI- ____________
MEALS Per Diem- ____________ TOTAL- ______________
REGISTRATION FEES- __________________
OTHER- _____________________________

CONTRIBUTIONS FROM OTHER SOURCES:
TYPE (grant, in-kind support at host institution, remuneration, honoraria, etc.)

AMOUNT: ________________________________
Other Information: ______________________________

If funded, I agree to submit the required activities report: ________________________________
(applicant signature)

Note: the regular travel application process must be completed, with approvals by the Dean and Provost in order for any funds promised to be awarded to the applicant.

Office Use

SCHOOL CONTRIBUTION:
(airfare) ________________________________
(other expenses) ______________________________

Account Number ____________________________
Name of Account ____________________________
Authorized by: ____________________________
Signature ____________________________ Date ____________

COLLEGE CONTRIBUTION:
(airfare) ________________________________
(other expenses) ______________________________

Account Number ____________________________
Name of Account ____________________________
Authorized by: ____________________________
Signature ____________________________ Date ____________