

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: _____
Chair/Director Name: _____ Signature: _____ Date: _____

5. 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.)

4. 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.