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:

   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.