



Date Submitted \_\_\_\_\_

## 2015-2016 Travel Stipend Funding Request Form

*Texas Tech University Worldwide eLearning asks that you provide detailed information about your travel funding request for the 2015-2016 academic year. Stipends up to \$1,000.00 are available to assist with travel expenses to national or international conferences. The travel must contribute to the development and improvement of distance/online education at Texas Tech. Awardees will be asked to note in their presentation that they received support from TTU Worldwide eLearning to attend and/or present at the conference and will submit a short summary of what they've learned when they return to campus. Please note, if you receive a travel grant you may be asked to present a training session sponsored by TTU Worldwide eLearning/TLPDC. Please send your completed form to TTU Worldwide eLearning via Campus Mail (MS 5095), Fax: 742-7277, or email: [eLearning@ttu.edu](mailto:eLearning@ttu.edu) at least 8 weeks prior to the travel date.*

Amount requested: \$ \_\_\_\_\_ Dates of travel: \_\_\_\_\_

Person requesting funds: \_\_\_\_\_ Job title: \_\_\_\_\_

Department: \_\_\_\_\_ College: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

Conference name (No acronyms): \_\_\_\_\_

Conference Location (City, state): \_\_\_\_\_

☐ International conference

☐ National conference

Presenting: ☐ Paper ☐ Poster ☐ Invited speaker ☐ Other ☐ Not presenting

Title of presentation/poster (if presenting): \_\_\_\_\_

Abstract (if presenting):

Brief summary of travel:

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How will this trip contribute to the development and improvement of distance education at Texas Tech?

How will this trip impact your teaching?

How will what you learn impact your students?

How will you share the information you learn?

*Note: Upon travel voucher reconciliation, department will use TTU Worldwide eLearning's FOAP for amount awarded.*