

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 through 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, Executive Administrative Associate to the Vice Provost for International Affairs, 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: _____
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, Executive Administrative Associate to the Associate Vice Provost for International Affairs, 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.