

International Ambassadors Program (IAP) Funding Application

** submit completed application and required documentation to: tanya.gillit@ttu.edu

Applicant Name: _____ R#: _____

Home Dept / Unit: _____ Phone Number: _____

Existing travel destination: _____ Dates of travel: _____

**** copy of airline itinerary and/or existing TTU travel application must be provided with IAP application**

International Initiative Category _____

Date when Ambassador duties will be performed: _____

Estimated Expenses for Ambassador duties:

****Use GSA link below to determine per diem amounts by travel destination**

https://aoprals.state.gov/web920/per_diem.asp

Meals: _____ 1 _____ Day at _____

Lodging: _____ 1 _____ Day at _____

Taxi or Shuttle: _____

Other Expense (explain): _____

Total IAP funding amount requested: _____

Department 16A FOP for transfer (if approved) - REQUIRED: _____

Name/phone number of home department travel preparer - REQUIRED: _____

**** Even if original travel is a personal trip, a TTU travel application will be required for IAP funded portion of travel**

For Export Control compliance, specify the following - REQUIRED:

* Destination University/Company/Entity: _____

* Destination Contact: _____

* Equipment you will be taking: _____

Specify IAP duties to be performed, name of collaborative entity (university, agency, etc.) and the type and size of target audience - REQUIRED:

A trip report must be submitted within 30 days of completion of the trip to Tanya Baker at tanya.gillit@ttu.edu

Traveler Signature: _____ Date: _____

Supervisor Approval (Dept chair/ Director): _____ Date: _____

To be completed by International Affairs staff:

IAP amount approved: _____

OIA Vice Provost Approval: _____ Date: _____

OIA Business Manager Signature: _____ Date: _____

Date of funds transfer: _____