

Talkington College of Visual & Performing Arts
International Travel Fund (ITF) Award
(for TTU Faculty/Staff)

International travel is defined as any travel outside of the United States where TTU personnel are representing TTU. To apply for international travel funding from your unit, college, and/or Office of International Affairs, complete this packet including the Office of International Affairs application, the supplemental TCVPA forms, and the trip report form.

With information you provide, the travel coordinator in your unit will submit your [travel application \(instructions for international travel on page 3 below\)](#) to Travel Services 30 days prior to all international travel by TCVPA employees on state business, immaterial of the (official, personal, or third-party) funding source.

To request funds for faculty/staff international travel:

1. The traveler completes this packet and saves the trip report form (page 7 below) to complete upon return. On the International Travel Fund (ITF) Award application, indicate the estimated airfare cost (up to \$1,500) in the “Amount Requested from ITF” blank.
2. The application form, supplemental information form, and relevant attachments go to the unit director for approval of the trip and the school’s financial contribution.
3. Then, the application and relevant attachments are forwarded to: tcvpa.deanapplications@ttu.edu for the dean’s consideration for funding.
4. The applicant receives an email notification about the approval request and the college’s contribution.
5. The college notes its contribution on the application and forwards the application to OIA to request funding for the airfare (up to \$1,500).

OIA will review the application for safety/security considerations and may contact the traveler with any concerns before granting approval. The approved application will be returned to the originator to be included with the online travel voucher (in Travel Services) which will be completed upon return from the trip.

Because OIA only reviews applications three times per year (February 1, June 1, and October 1), the application must be received by the Dean’s Office at least two weeks before OIA’s deadline in order to have time to review the request and forward the application to OIA.

The following table shows, based on the month of travel, when the travel application is due to the Dean’s Office:

Travel Application Deadlines

Travel month	Due in Dean's Office (2 wks prior to OIA's deadline)	OIA's Deadline (based on travel month)
January	Sep 15	Oct 1
February	Sep 15	Oct 1
March	Sep 15 or Jan 15	Oct 1 or Feb 1
April	Sep 15 or Jan 15	Oct 1 or Feb 1
May	Jan 15	Feb 1
June	Jan 15	Feb 1
July	Jan 15 or May 15	Feb 1 or Jun 1
August	Jan 15 or May 15	Feb 1 or Jun 1
September	May 15	Jun 1
October	May 15	Jun 1
November	May 15 or Sep 15	June 1 or Oct 1
December	May 15 or Sep 15	June 1 or Oct 1

If the traveler is not applying for International Travel Funding from the Office of International Affairs (OIA), the Dean's Office will accept the international travel packet 6 weeks prior to travel. This will allow time to review the application before the approval deadline of four weeks prior to the beginning of travel.

Required within 30 days of travel completion (with or without OIA funding):

The International Travel Funding Report Form (within the packet) requires a summary of presentations, results or accomplishments of the trip and other comments. You may provide a concise account of achievements in scholarship, including specific activities completed, peer reception, status/advancement of project, progress toward publication, relationship of completed project to long-term plans for scholarship. This completed form should be emailed to tcvpa.deanapplications@ttu.edu and to tanya.gillit@ttu.edu (if OIA funding was awarded for the trip).

Policies Governing International Travel Fund Applications:

- Since available internal funds will be allocated to projects without substantive peer review, a TCVPA International Travel Allocation does not constitute a “grant” on the Annual Faculty Report or in the *Curriculum Vita* for Tenure and Promotion.
- An International Travel Application (along with information necessary for Export Control compliance screening) must be submitted to the college at least six weeks prior to travel, and it must be approved four weeks 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 the TTU travel regulations below before purchasing tickets.
 - [79.01 Travel Authority and Definitions for Texas Tech University and TTU Employees](#)
 - [79.03 Use of the State Travel Card](#)
 - [79.04 Application for Official Travel](#)
 - [79.05 International Travel](#)
 - [79.07 Travel Advances](#)

- [79.08 Reimbursement of Travel Expenses](#)
- Within 30 days of your return, you must submit a report of your trip on the [International Trip Report Form \(page .](#)

Quick Check List

- Complete [travel application](#) 30 days before travel:

Steps for completing an international travel application (ITA):

(The steps below **do not apply** to the faculty, staff or students going abroad through a study abroad program organized by the TTU Study Abroad Office.)

STEP1. The travel “preparer” for your unit/area completes and submits the online travel application at least 30 days before the departure date.

STEP 2. In the "Explanation" block on the online ITA, please SPECIFY in the first sentence if the traveler is Faculty or Staff and if the traveler is a U.S. Citizen.

- Export Control guidelines should be added in the "*Explanation*". You will need to add
 - Destination University/Company Entity
 - Destination Contact
 - Equipment you will be taking (Laptops, etc.)

Note: Export Control Screening is required for all international travel regardless of who pays for the travel. The preparer of the ITA will not be able to simply submit a link to the Destination University/Company/Entity. This information must be explained in the travel application, along with an explanation of the purpose of the trip.

STEP 3. Once the ITA is submitted, the online system will automatically send the ITA to the Office of International Affairs (OIA) for approval. Once OIA has approved the ITA, the preparer will receive an email through the travel system.

Global Safety and Security Resources

<https://travel.state.gov/content/passports/en/emergencies.html>

<https://travel.state.gov/content/passports/en/alertswarnings.html>

Texas Tech University encourages all international travelers to enroll in the Department of State's [Smart Traveler Enrollment Program](#) which allows travelers to enroll with the nearest U.S. embassy or consulate during their travels. In the event of any kind of emergency, this will help the U.S. Embassy contact you and provide assistance.

Tips about using electronic devices while traveling internationally:

- Visit the [TTU Cybersecurity website](#).
- Be wary of using USB drives given as gifts-they could contain malware.
- Be careful and selective when connecting to wired or Wi-Fi networks. Turn off network connections when not in use.
- If applicable, leave research data stateside.
- When possible, only meet with individuals/entities screened by the university.

TTU Employee International Travel Insurance:

We are pleased to announce that Texas Tech University launched a new comprehensive travel risk management program partnered with On Call International to provide you emergency and non-emergency services and benefits. The Global Assistance Program will provide services ranging from pre-trip planning, to telephone advice, to full-scale medical and security evacuations.

Key features of the new program:

- Medical, travel, and security assistance including insured evacuation and repatriation services
- Coordination of medical care
- Coordination and payment of travel arrangements for you or a person you designate for certain emergency circumstances

Before you travel...

We suggest adding On Call International to the mobile phone you will be using abroad so you know how to contact us any time you need us. Simply send a text message to the number **444-999** that says "**oncallttus**" and you will receive a link to easily add a digital content card right into your phone contacts in just a few taps. It is not an app to download, just an easy way to make sure you have contact information available in case you need help while away from home. Regular text messaging rates may apply.

While traveling...

You can make a collect call, send an email, or text On Call from anywhere in the world 24 hours day to request assistance. If you need medical care, encounter a travel problem, suffer a medical emergency, or are impacted by security crisis anywhere in the world, we strongly encourage you to take advantage of services available through On Call.

Please note that **you do not need to enroll in this plan**. All employees are covered by this plan when outside their home country on Texas Tech University related travel or assignment, programs, or business. If proof of coverage has been requested by your consulate, please email the request to ttusrm@ttu.edu to obtain a Proof of Coverage letter.

- [TTUS On Call ID Card and Program Summary](#)
- [KeynectUp Download Guide TTUS](#)
- [On call full program summary](#)
- [Consulate Letter Request Form](#)

If you have any questions relating to international travel, please contact the Office of International Affairs at uia@ttu.edu or phone: 806-742-3667.

If you have any questions relating to insurance, please contact the Office of Risk Management at ttusrm@ttu.edu or phone: 806-742-0212.

**Office of International Affairs (OIA) / TCVPA
International Travel Fund (ITF) Application**

1. Applicant Name: _____ Tenured/Tenure-Track: YES NO

R#:

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: School: \$ _____
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

Signatures:

Applicant: _____ Signature: _____ Date: _____

Director: _____ Signature: _____ Date: _____

Dean: _____ Signature: _____ Date: _____

Routing instructions: Email the travel packet with the applicant's and director's signatures to tcvpa.deanapplications@ttu.edu. The Dean's Office will add the college's contribution and then submit the packet to Tanya.Gillit@ttu.edu in OIA for consideration.

Remember: You are required to provide an ITF Trip Report within 30 days of return to tcvpa.deanapplications@ttu.edu (and to Tanya.Gillit@ttu.edu if international travel funds were granted by OIA).

INTERNATIONAL TRAVEL FUND (ITF) AWARD
Talkington College of Visual & Performing Arts
Supplemental Information for TCVPA Use Only

Departure (Date/Time):

Return (Date/time):

Will vacation or other leave be taken in conjunction with this trip? Yes No

Specify amount of expected expenses:

Contributions from other sources (grant, in-kind support
at host institution, remuneration, honoraria, etc.):

Airfare:

Hotel:

Foreign Per Diem Rates available [here](#).

Meals:

Registration Fees:

Amount:

Ground Transportation:

Other Information:

Other:

Purpose and description of project:

Name of Paper or Presentation (if applicable):

Will you be taking TTU equipment or supplies during travel? Yes No

If so, please explain what equipment/supplies:

Save this page to use upon return.

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:

Traveler Signature: _____ Date: _____

Within 30 days of return from the trip, please email the completed Trip Report form to **tcvpa.deanapplications@ttu.edu**. If international travel funds were granted from Office of International Affairs (OIA), please include **Tanya.Gillit@ttu.edu** on the email, too.
