

COS Travel Fund Guidelines

The travel funds available from the College of Science's Dean's Office come from the Provost's Office. Beginning in FY19, the Provost's Office is requiring matching funds be supplied by the recipients travel fund recipients.

Below is a simplified breakdown of these matching fund requirements:

- For Tenure/Tenure Track (T/TT) Faculty, the matching requirement is one-to-one, with a maximum per trip limit of \$1,000, not including the matching funds.
- For Non-Tenure Track (NTT) Faculty and Teaching Intensive (TI) Tenure/Tenure Track Faculty, the matching requirement is one-to-three, with a maximum per trip limit of \$1,500, not including the matching funds.

Funds to satisfy the travel funds matching requirement should be supplied from faculty resources such as grants, F&A, or endowments. Faculty should consult with their Chair if they need additional funds for their match.

The Provost's support for NTT and TI T/TT faculty travel is new this year. In addition to the matching requirement, after attending a conference or meeting, the faculty member must coordinate a workshop or a brown bag seminar to share with other faculty colleagues what was learned at the meeting and to disseminate best practices. Teaching and Learning Services and the Faculty Center can help to support the workshop/brown bag seminar.

Application for COS travel funds may be made by submitting the COS Travel Fund Request form located in the download area of the COS Faculty & Staff Resources webpage, www.utsa.edu/sciences/faculty.

The Travel Fund Request form requires trip information, the source and amount of matching funds, the applicant's signature, and their Chair's signature. This form should be submitted to Cheryl Negrete for review and processing. Applicants will receive notice within approximately one week regarding the status of their request.