

COS Travel Fund Request Form

TA Number	_____	Date Submitted	_____
Departure Date	_____	Traveler's Name	_____
Return Date	_____	Title	_____
Name of Meeting	_____	Department	_____
Meeting Location	_____	E-mail	_____
Regional, National, or International	_____	Phone	_____
Purpose of Attendance	_____		
Benefit to UTSA	_____		

Will talk/poster be presented? _____
 Has the talk/poster been accepted by a refereed or competitive process? _____
 Have you previously requested travel funds this fiscal year? _____

Matching Requirement:

For Tenure/Tenure track (T/TT) faculty, there is a one-to-one matching requirement.
 For Non-Tenure track (NTT) and Teaching Intensive (TI) T/TT faculty, the match is one-to-three.

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

Travel Expense Budget Detail:	Travel Funds Requested:
Registration Fees _____	Matching Source _____
Airfare _____	Matching Amount _____
Hotel _____	Amount Requested _____
Meals per Diem _____	The maximum amount available from the Dean's Office per trip, not including the match is: \$1,000 for T/TT and \$1,500 for NTT and TI T/TT.
Transportation _____	
Parking _____	
Total _____	

Signatures:	Date:
Traveler Signature: _____	_____
Chair Signature: _____	_____
<div style="background-color: #e0e0e0; width: 100px; height: 20px; display: inline-block;"></div> Approved	
Associate Dean: _____	_____

Funds transferred to department:
 Date: _____
 Amount: _____
 Transfer No.: _____