

Advancing UTSA's National Impact Travel Awards

This year, the Provost's Office is requiring matching funds be supplied by travel award recipients. (See [UTSA's National Impact Travel Awards](#) memo for more details.)

Below is a simplified breakdown of the matching guidelines:

- For Tenure/Tenure Track (T/TT) Faculty, the Academic Affairs matching is two-to-one, with a maximum award amount per trip of \$1,000. The funding source(s) for the match should come from F&A return, gifts, endowments, or departmental funding.
- For Fixed-Term Track (FTT) Faculty and Staff, the matching requirement is also one-to-two, with a maximum award amount per trip of \$1,000. The funding source(s) for the match should come from the departmental M&O or the Dean, if approved.

The Provost's support for travel awards are available in two categories:

Faculty travel (T/TT and FTT):

1. Must be an author who is presenting a paper, poster, or invited talk OR attending a national or regional or organized training program for professional development.
2. After the travel, a workshop/brown seminar with other colleagues must be held within 30 days.

Staff:

1. Must be an author/co-author who is presenting a paper, poster, or invited talk. See [UTSA's National Impact Travel Awards](#) memo for more information.
2. After the travel, a workshop/brown seminar with other colleagues must be held within 30 days.

Application for VPAA travel awards may be made by submitting the COS Advancing UTSA Impact National Travel Request Form located in the download area of the [COS Faculty & Staff Resources webpage](#).

The COS Advancing UTSA Impact National Travel 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 at cheryl.negrete@utsa.edu for review and processing. Applicants will receive notice within approximately one week regarding the status of their request.

Updated 10/08/2021