

COS Faculty 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? _____

Check the box that applies:

- Balanced & Research (T/TT) faculty, ≥ 40% Research workload, 1:1 matching requirement.
- Teaching Intensive (TI T/TT) faculty, < 40% Research workload, 1:2 matching requirement.
- Non-Tenure Track (NTT) faculty, 1:2 matching requirement.

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: \$750 for T/TT and \$1,000 for TI T/TT and NTT. (see Special Circumstance Request below)
Transportation _____	
Parking _____	
Total _____	

Special Circumstance Request: I am either a pre-tenure tenure-track faculty member or NTT faculty member for whom there are no start-up or other funds available, and request the matching requirement be waived (max award \$1,500). _____ (initial)

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

Note: Authorized expenses should be charged directly to a COS Travel Cost Center.