

The Faculty Senate Travel Funding Program Application Instructions

Eligibility

The Faculty Senate Travel Funding Program is available to full-time faculty, both tenure-track/tenured and non-tenure track. The program supports travel related to enhancing UT Arlington's faculty excellence and national/international reputation in research and/or creative activity. Acceptable uses of these travel funds include: presenting work at conferences or other relevant public venues; shopping a book proposal at a related conference; attending a pedagogy conference for the explicit goal of improving instruction, etc. In lieu of travel, funds may be requested to cover registration fees for virtual conferences.

Each faculty member is eligible to receive up to \$750 in a single award amount per academic year, with funds being allocated until they are depleted. The academic year is determined to run from September 1st to August 31st, with the date of the first day of travel determining which academic year the travel falls within. All travel requests must be approved prior to travel. Funding will not be awarded retroactively. Funds will be allocated at the discretion of the Senate's Executive Committee (hereafter "Committee") based on review on a first-come, first-serve basis.

Senate travel awards are meant as a resource of "last resort" where other travel funds are unavailable from such sources as annual travel allotments or other department/college-based funds, start-up account funds, and allowable grant resources. Senate travel funds are not available until such sources are expended.

Deadlines and Timelines

The Committee will review applications received by the last working business day of every month. A request must be submitted at least 45 days before the first expected day of travel. The Committee will notify applicants of whether or not they receive funding within ten business days after the monthly submission deadline.

Application Process

Applicants should:

1. Complete the attached form in full
2. Send completed application to the Chair/Head of their unit for signature
3. Upon receiving the signed and completed form back from the Chair/Head, email it to faculty Senatetravel@uta.edu no later than 45 days before travel.

Incomplete applications will **not** be considered.

Processing Reimbursements and Awards

Receipts and other costs will be processed by the awardee's departmental travel admin. Instructions for obtaining awarded funds are included in the award notification letter. If anything in this document appears to conflict with the Handbook of Operating Procedures or the travel procedures outlined by the Office of Business Affairs and Controller [here](#), those documents take precedence. Questions may be addressed to the Chair of the Faculty Senate, Bill Carroll, at carroll@uta.edu.

You may be entitled to know what information UT Arlington collects concerning you. You may review and have UT Arlington correct this information according to procedures set forth in UT System Administration Policy Library -- Policy UTS139 - Texas Public Information Act. For more information, see our [Privacy Policy](#).

**The Faculty Senate Travel Funding Program
Application Form**

Applicant information:

Name _____
Rank _____
Department _____
College _____
Email _____
Phone number _____

Confirm that applicant holds full-time faculty appointment (Senate travel funds are only available for full-time faculty) **YES** _____

Conference/Event Information:

Title _____
Location _____
Dates _____

Dates of travel: _____

Indicate reason for travel:

Present paper _____
Present other work (creative activity) _____
Other _____

If "Other," please explain purpose of travel in more detail:

Contribution from Department. If amount is zero, please explain e.g. "Already expended all Department funds" or "Department funding does not cover this activity," etc.

Contribution from College/School. If amount is zero, please explain e.g. "Already expended all College funds" or "College funding does not cover this activity," etc.

Contribution from Vice President of Research. If amount is zero, please explain e.g. "Already expended all VP of Research funds" or "VP of Research funding does not cover this activity," etc.

Estimated Expenses, including Meals, Airfare, Lodging, Other Transportation Fees, Registration Fees
(note, the Senate will not reimburse membership fees)

Category	Estimated cost (\$)
TOTAL	

Amount being requested from the Faculty Senate Travel Fund _____

Home Department Cost Center number for reimbursement _____
(Senate will transfer funds to department upon approval of application)

Signature of applicant _____

**The Faculty Senate Travel Funding Program
Endorsement from Chair**

Having consulted the attached application form submitted by [INSERT NAME OF APPLICANT] for funding from the Faculty Senate Travel Funding Program, I confirm that the applicant is a full-time faculty member, tenure-track/tenured or non-tenure track, in my department/unit.

I also confirm that at this time no other travel funds are available to this applicant or are insufficient fully to cover the requested travel. [Other funds include department/college travel funds, grants/other research support with travel allotments, indirect cost revenue sharing from funded research, start-up accounts or other college/department-based resources].

Name _____

Position Title _____

Signature _____

Date _____

After signing, endorsement should be returned to applicant for submission.