

## Application for Funds to Support Faculty Travel

March 16, 2009 - March 15, 2010

Return to: Office of Research & Commercialization, University Tower/Research Park, 12201 Research Pkwy., Suite #501

*Applications must be completely filled out or they will not be accepted by the committee. Only one application per person will be funded for a 12-month period. **Only full-time, tenured or tenure-earning faculty are eligible.***

### Applicant Information:

Name: \_\_\_\_\_ EMP. ID#: \_\_\_\_\_

Bldg.: \_\_\_\_\_ Room: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Title		Status	Position			Department No.
Dr.	Mrs.	Tenured	Asst. Prof.	Assoc. Prof.	Chair	(E&G account to be reimbursed) Required
Mr.	Ms	or	Dean	Director	Instructor	
Miss		Tenure Earning	Prof.	VP		

College: \_\_\_\_\_ Dept.: \_\_\_\_\_

Dept. Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

### Meeting Information:

Dates: \_\_\_\_\_ Location: \_\_\_\_\_ International: \_\_\_\_\_ Domestic: \_\_\_\_\_

Meeting Name/Sponsor: \_\_\_\_\_

Presentation Title: \_\_\_\_\_

### Actual Transportation Costs:

Total \$ \_\_\_\_\_ **(Only transportation costs can be reimbursed)**

**Support required from one of the following: \$350.00 (Domestic), \$700.00 (International), or amount of travel.**

Department

Chair/Director Name: \_\_\_\_\_ \$ \_\_\_\_\_ Signature: \_\_\_\_\_

College

Dean Name: \_\_\_\_\_ \$ \_\_\_\_\_ Signature: \_\_\_\_\_

### The Following Must Be Attached:

- 1) A 60-75 word abstract of your presentation.
- 2) A letter of your acceptance on the program or a copy of the program (**highlight your presentation**).
- 3) Reimbursement voucher with legible PO/TAR number or proof of department p-card purchase if no reimbursement voucher is issued.
- 4) Copy of all transportation related receipts i.e., cab fare, mileage-tolls, airfare, train, etc.

Applicant Signature: \_\_\_\_\_ Date \_\_\_\_\_

**Faculty Travel Committee**  
Criteria for Faculty Travel Funding

The following criteria ***Must Be*** met for an application to be considered:

1. ***Only full-time, tenured or tenure-earning faculty are eligible.***
2. A maximum of one application per person may be funded for a 12-month period.
3. The trip must be for the documented purpose of delivering a research paper or comparable creative activity at a professional meeting.
4. Funding is for transportation only. The maximum amount is currently \$350.00 domestic travel, and \$700.00 International Travel, subject to available funds. Funding amounts are approved based on the amount of transportation costs listed by the applicant. Reimbursement amounts are based on the actual transportation costs incurred, up to the amount approved.
5. There must be some funding support for the travel from the department or college. This support must come from E&G money. **Only E&G accounts may be reimbursed from Faculty Travel funds.** (E&G money is state appropriated, Education & General funding. E&G funding does not include any Contract & Grant funding received through the State of Florida.) Because Faculty Travel funds are disbursed as reimbursements to the department from which the faculty member was paid for travel, the account number to which the travel was charged must also be an E&G account.
6. In the event of a co-authored paper where both authors are from UCF, funding will be provided to only one author. The co-author's department chair will decide which individual's travel will be funded.
7. The following must be submitted with the application:
  - a) A 60-75 word abstract of the presentation.
  - b) A letter of acceptance on the program or a copy of the program (**highlight your presentation**).
8. A copy of all receipts, used for traveling purposes, must accompany the application in order to be considered for reimbursement.
9. The application must be submitted by the dates indicated below:

**Travel Completed**

March 16, 2009 - March 15, 2010

**Application Due Dates**

April 1, 2010

*Early applications will be accepted if complete, but late applications will not be accepted. If a letter of acceptance (or copy of the program) has not been received by the above due dates, submit your application with a letter explaining that the letter of acceptance (or program) will be forwarded as soon as it is received. This will prevent the application from being denied for late submission. Adherence to these deadlines allows the Committee to determine the demand on its budget in a timely manner.*

Completed applications are due in the Office of Research & Commercialization, University Tower, 12201 Research Pkwy., Suite 501). Notice of the application status (whether or not an award was approved) will be sent to applicant's department chair with a copy to the applicant after the travel committee has taken action. The committee will meet annually, in April, to make funding decisions for the prior year's travel.

**Reimbursements:**

In order for a department to obtain reimbursement, the following must be returned to the Office of Research & Commercialization, University Tower, 12201 Research Pkwy., Suite 501:

- 1) A copy of the travel reimbursement voucher with TAR# readable or proof of department p-card purchase if no reimbursement voucher is issued.
- 2) A copy of receipts for transportation costs only.

These items must be received in the Office of Research & Commercialization by the date specified in the application due date.