

Provost Faculty Travel Fund Application

The University of Houston
Academic Year 2014-2015

Instructions: Please complete this application in its entirety. Completed applications should be printed and signed by your department chair and college dean. Signed applications and supporting documentation should be submitted to Olga Selley at oselley@uh.edu prior to the deadline. Only electronic copies will be accepted. Approval is subject to the availability of the funds.

Deadlines for submission of applications are:

Friday, October 3, 2014 by 5 p.m. for travel occurring between September 1, 2014 and February 28, 2015.

Friday, January 30, 2015 by 5 p.m. for travel occurring between March 1 and May 31, 2015.

Friday, May 8, 2015 by 5p.m. for travel between June 1 and August 31, 2015.

NOTE: The faculty member's request for reimbursement, including required documentation, must be submitted to the department business office no later than 60 days after travel is completed.

Applicant Details

Date of Application:

Applicant Name:

Faculty Rank: Professor Associate Professor Assistant Professor

Department:

College:

Mail Code:

Phone:

Email:

Departmental Travel Coordinator:

Phone Ext.:

Email:

Meeting Details

Title of Meeting:

Sponsoring Organization:

Meeting Website URL:

Location (City/State/Country):

Dates of Meeting (MM/DD/YY - MM/DD/YY):

Please check one of the following: National International

Amount Requested (maximum \$1200.00):

Please provide a cost estimate of your trip:

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Registration Fee
Economical Airfare
Ground Transportation
Lodging
Meals
Other

TOTAL

Please check one of the following:

- Travel between September 1, 2014 – February 28, 2015
 Travel between March 1, 2015 - May 31, 2015
 Travel between June 1, 2015 – August 31, 2015

Is this a regularly occurring meeting (annual, semi-annual, etc.)?

- Yes No

Is this a meeting of a national or international conference?

- National International

Presentation Details

Title of Presentation:

Type of Presentation:

- Paper
 Poster
 Performance
 Other (Specify):

Has your abstract, paper, or presentation been peer reviewed?

- Yes No

Are you the presenter?

- Yes No

NOTE: To be eligible, you must be the person who actually delivers the abstract, paper, or presentation.

Co-Authors (if any) and their affiliation:

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Please list your supporting documentation below. Documentation indicating that you have been accepted as a presenter or have presented at the meeting must be attached to the signed application. (e.g., 1. acceptance letter from sponsoring organization or 2. copy of conference program listing applicants name as presenter)

<i>Prior Support</i>

In which of the last three academic years have you received funds from this program, if any? Please specify semester(s) and year(s).

NOTE: Please print completed form and obtain appropriate signatures. The signed application form with supporting documentation must be submitted to Olga Selley at oselley@uh.edu prior to the deadline.

Required Signatures

Faculty Member

Date

Department Chair

Date

College Dean

Date

<i>For Office Use Only:</i>		
_____	_____	\$ _____
Approved – Faculty Chair – Provost’s Faculty Travel Fund	Date	Amount
Reason if declined: _____		