

Provost's Travel Fund Application

Academic Year 2015-2016

Please fill in all sections. Incomplete applications will be returned to the applicant. Applications must be signed by your department chair and college dean. Submit the application and supporting documentation as one pdf to oselley@uh.edu by the deadline. Only electronic copies will be accepted.

If you have not received an acceptance confirmation from the venue by the submittal deadline, please submit application as soon as acceptance is received. Any other late submittals are not accepted.

Applicant Details

Applicant Name: LAST FIRST

Email: Phone:

Faculty Rank: Professor Associate Professor Assistant Professor

Librarian Rank: Librarian Associate Librarian Assistant Librarian

College:

Department:

Please check one of the following:

Travel between September 1, 2015 – February 29, 2016 (Deadline: October 1, 2015, 5pm)

Travel between March 1, 2016 - May 31, 2016 (Deadline: January 25, 2016 by 5pm)

Travel between June 1, 2016 – August 31, 2016 (Deadline: May 2, 2016 by 5pm)

Meeting Details

Title of Meeting:

Sponsoring Organization:

Meeting Website URL:

Location (City/State/Country): City State Country

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

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 and documentation attached?

Yes No

NOTE: To be eligible, you must provide evidence that there was a peer-review process such that the presentation might have been rejected

Are you the presenter?

Yes No

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

Co-Authors (if any) and their affiliation:

Travel Cost Estimate

Amount Requested (maximum \$1200.00):

Please provide a cost estimate of your trip:

Registration Fee

Economical Airfare

Ground Transportation

Lodging

Meals

Other _____

TOTAL

Prior Support

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. Documentation must be attached to the signed application indicating that you have been accepted as a presenter or have presented at the meeting and that there was a peer-review process such that the presentation might have been rejected.

Submit the application and supporting documentation as one pdf to oselley@uh.edu by the deadline. If you have any questions, please email Olga Selley at oselley@uh.edu.

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

Required Signatures

Faculty Member

Date

Department Chair

Date

College Dean

Date