

2009-2010 FACULTY TRAVEL GRANT APPLICATION

Please complete this form and submit it with materials indicated in the instructions* below.

NAME _____ DATE _____

UT EID _____ FACULTY RANK _____

DEPARTMENT _____

EMAIL _____ TELEPHONE _____

Sponsoring society and meeting (please do not use initials)

Location of meeting _____

Authorized absence to extend from (date) _____ to _____

Date paper or presentation will be given _____

Title of your paper or presentation

Form prepared by _____

Name

Mail Code

Phone

Applicant's signature

Date

***INSTRUCTIONS:** The following materials must be received in the Faculty Travel Grant office, MAI 101, G0400, *at least two weeks prior to your departure date*. The application may also be **faxed** to **471-7620**, or emailed as a .pdf document to mkeeshen@austin.utexas.edu.

1. **This form.**
2. Your **Request for Travel Authorization/VE5 cover sheet** (prepared by your department):
 - a. The "Purpose of Travel" section must include the title of your paper or presentation and the name of the sponsoring organization and meeting.
 - b. The "Account Information" section must include the Faculty Travel Grant account number of **30-0006-6051**, and your allowable balance for the trip (the maximum allowed per year is \$1200). If you expect the expenses to exceed the allowable amount, and you are using one of the university's contracted agencies to direct-bill your ticket to the university, please use another account on the VE5 to cover the excess.
3. **A copy of the meeting program** showing your name, paper or presentation topic, and date; or **a letter from the meeting organizer** accepting your paper or presentation and confirming your part in the program.
4. **An abstract** (not exceeding one page in length) of the paper or presentation to be given.

Do not consider your application approved until you receive an award notification via email from the Faculty Travel Grant office. If you have not received your approval prior to departure, please contact us to verify our receipt of your application. Any questions should be directed to Maggie Keeshen (Monday through Friday, 7:30 a.m. to 3:30 p.m.) at 232-3608, or at mkeeshen@austin.utexas.edu.