

Fulbright College of Arts and Sciences

Non-Tenure Track Faculty

Request for Funds from the ARSC Faculty Travel Account

October 1, 2023 - September 30, 2024



Faculty Name: _____ Title: _____

Department: _____ %Appointment to Fulbright College _____

Name of Meeting: _____

Location of Meeting: _____

Departure Date: _____ Meeting Begins: _____ Meeting Ends: _____ Return: _____

Title of Presentation: _____

Nature of Participation: _____

Type of Meeting: _____ Total Requested: \$ _____

Justify your attendance at this meeting in terms of importance to your field and visibility for your work and for the University. Explanation, justification, or clarification of any unusual item should also be given below or in an attachment.

Attach a one-page summary of publications, paper presentations, workshops, or other evidence of creative activities, for the past three years.

YES NO

Have you received University, Department, or College funding for travel in the current academic year?

Have you received University, Department or College funding for travel in the past 3 academic years?

Over the past three years, how much have you received in travel funding? \$ _____

Although the total cost of a trip may exceed \$1500, note that the maximum amount available from ARSC travel account for one trip is \$1500. When you enter your TA, please list the ARSC cost center first with \$1500 as the limit. Obtaining the remainder of the funds for travel exceeding this amount is the responsibility of the faculty member. In addition, no expense can be claimed from both the University and another funding source.

I have reviewed this request and agree with the justification.

Chair _____ Date _____

ARSC Funded Faculty Travel \$ _____

Funds approved by Committee: Date _____