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## College International Travel Support Guideline

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The College of Liberal Arts International Travel Support (CITS) will match a department's contribution, up to \$1,500, to enhance creative activities. Funds are available to individuals presenting original research or creative works at recognized international meetings.

Funds are not available to support attendance at international meetings or colloquium presentations at other universities. This program does not support travel to workshops, training sessions, or other programs where the faculty member is not presenting their original research. Travel to Canada, Mexico, and Puerto Rico is treated fiscally as domestic travel and is therefore not eligible for international travel support.

**Eligibility:** All tenured and tenure-track faculty.

**Award:** Up to \$1,500 per faculty member/per academic year (larger amounts may be approved under exceptional circumstances).

Applicants must match the requested amount from CITS through department/unit funds or other research sources (e.g., indirect funds).

**Application:** Faculty must use the CITS application form.

**Criteria:** The contemplated international travel clearly advances the applicant's scholarship and professional visibility.

The applicant's documented involvement is significant (e.g., invited research talk or presentation of new creative work).

**Deadlines:** Applications are reviewed three times each year as follows:

**June 1:** deadline for meetings held **September through December**

**November 1:** deadline for meetings held **January through April**

**February 1:** deadline for meetings held **May through August**

*Note: Applications may be submitted without the letter of acceptance by the appropriate deadline and approved contingent on receipt of the required acceptance letter.*

**Decisions:** Immediately after each deadline, the College's Planning and Resources Committee will review applications and make funding recommendations to Office of the Dean.

If approved, funds will be transferred to your department. Discuss your travel plans with your department business staff and complete the foreign travel forms as required.

**Reporting:** Faculty receiving awards will report 30 days from the conference on the benefits of the award to [LiberalArts-Research@tamu.edu](mailto:LiberalArts-Research@tamu.edu). All funds will be returned to the dean's office if trip does not occur.

**Submission:** Submit application and required support documentation as a single, combined PDF document to [LiberalArts-Research@tamu.edu](mailto:LiberalArts-Research@tamu.edu). Applications that are incomplete or not submitted according to the guidelines will not be considered.

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## College International Travel Support Application

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Date of Request: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Rank: \_\_\_\_\_ Department: \_\_\_\_\_

Email address: \_\_\_\_\_ Phone number: \_\_\_\_\_

### SCHOLARLY/CREATIVE ACTIVITY

1. Name of Meeting: \_\_\_\_\_

2. Sponsoring Organization: \_\_\_\_\_

3. Location of Meeting: \_\_\_\_\_

4. Dates of Meeting: \_\_\_\_\_

5. Title of your paper or presentation: \_\_\_\_\_

6. Please check below the nature of your participation (check all that apply):

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> High Officer of Organization | <input type="checkbox"/> Key Note speaker  | <input type="checkbox"/> Plenary Paper   |
| <input type="checkbox"/> Invited Paper                | <input type="checkbox"/> Competitive Paper | <input type="checkbox"/> Panel Organizer |
| <input type="checkbox"/> Panel Participant            | <input type="checkbox"/> Other _____       |  |

7. Briefly describe the expected benefits to your scholarship, students, the university, and the state of Texas, as appropriate. Specify whether there will be any proceedings or other published outcome.

8. **Attach program participation supporting documents** (e.g., copy of meeting program showing your name, presentation topic, date or letter from organizer confirming your part in the program)

**A. TRAVEL FUNDS**

1. Have you received a CITS award in the previous academic year?  
NO\_\_\_ YES\_\_\_: If YES, \$\_\_\_\_\_ (Please provide amount of award)
2. CITS funds requested \$\_\_\_\_\_ Amount of matching funds \$\_\_\_\_\_

**Provide budget and include supporting documents** (e.g., documentation of estimated airfare, hotel costs, or other expenses related to international travel). *Examples include estimates from online travel reservation agencies (travelocity.com, expedia.com, etc.) Including supporting documents as an attachment to the application is acceptable.*

**B. REQUIRED SIGNATURES**

**APPLICANT:** My signature below certifies that the information I provided is accurate and complete.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**HEAD:** My signature below certifies that I approve the travel fund request, that the levels of support are accurate and complete, and that the applicant has matching funds.

\_\_\_\_\_  
Signature of Department Head

\_\_\_\_\_  
Date

**NOTE:** All foreign travel must be approved in advance. Please review University Rule on Foreign Travel (21.01.03.M1) <http://rules-saps.tamu.edu/PDFs/21.01.03.M1.pdf>.

Submit application and required support documentation as a single, combined PDF document to [LiberalArts-Research@tamu.edu](mailto:LiberalArts-Research@tamu.edu). Applications that are incomplete or not submitted according to the guidelines will not be considered.