

2007-2008 FACULTY TRAVEL GRANT APPLICATION

NAME _____ DATE _____

UTEID _____ 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, Graduate Studies, MAI 101, G0400, *at least two weeks prior to your departure date.* (The application may also be **faxed** to **471-7620**.)

1. **This form.**
2. Your **Request for Travel Authorization/VE5 cover sheet** (an electronic document 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 20-7501-0051, If you expect the expenses to exceed your available balance, 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 email notification of from the Faculty Travel Grant office. If you have not received your approval notification 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@mail.utexas.edu.

Faculty Travel Grant web site: <http://www.utexas.edu/ogs/ftg/>