

College of Arts and Sciences Travel Grant Program

For travel between July 1, 2026 and June 30, 2027

Funding Available: Both TT and NTT faculty are eligible. Only one trip request is allowed per person per grant program cycle. Coverage of conference registration fees is allowable. A full or partial department funding match is required, depending on the amount requested and the amount awarded from the College. Any changes to an awardee's funded travel must be approved by the Dean's office at least 14 days before travel.

All faculty with a travel need are eligible to apply for up to \$750 of College funds (pending availability of funds), with a full or partial department match expected.

THIS FORM MUST BE SUBMITTED TO YOUR DEPARTMENT CHAIR FOR RANKING AND SIGNATURE.

Faculty Name: _____

Department: _____

Name of activity: _____

Location of activity: _____

Dates of activity: _____

Description of role in the activity, including benefits of attending, links to pedagogy, research agenda, etc:

Itemized breakdown and description of costs:

Total Amount Needed:

Request from CAS:

Dept. Match:

Completed forms are due to your Department Chair by the date set by your Chair.

Department Chair: Collect all requests and submit as a single PDF in order of ranking from highest to lowest to the Dean's office by **September 11, 2026.**

Department Evaluation and Ranking:

Chair Signature: _____ Date: _____