

International Travel Fund Application

Eligibility for Award

Eligibility is limited to tenured or tenure-track faculty members (and faculty equivalents). Faculty may be funded only once in three years. Application must be received no later than four weeks before travel.

At least one of two criteria must be met:

1. The traveler will present a paper at an international scholarly Conference; or
2. The traveler will pursue research on an international topic that will either result in a scholarly publication or paper, or that will develop a course taught on a regular basis (at least once every two years).

Applicants must submit a curriculum vitae as part of their application. Applications will be reviewed on a rolling basis until the allocated funds are spent for the fiscal year.

Award Amount

The award funds up to \$1,000. Funding is provided through KUCR. KUCR will not fund international airfare if personal time is 50% or more. International airfare may be obtained online or through any travel agency. A minimum of four hours spent on a business purpose is required to claim a business day; travel time is considered business.

Emergency medical insurance is automatically covered by KU through Worldwide Assistance.

Forward completed application, with a copy of invitation letter or other supporting documents pertaining to your travel, to Kim Booth, International Affairs, 300 Strong Hall.

Questions?

Call: 785-864-3743

Email: boothk@ku.edu

International Travel Fund Application

Name:

Title:

Academic Department:

Remittance Address:

Email Address:

Contact Phone:

Funds are requested for round-trip from Lawrence to (city,country):

Exact travel dates departing from _____ to _____

Reasons for travel:

Signature:

Chair or Dean Endorsement:

Date:

To be completed by International Affairs

Tenured/Tenure track?	Yes	No
Within deadline?	Yes	No
Current travel warning?	Yes	No
Curriculum Vitae received?	Yes	No
Approved?	Yes	No

Database/three years? Done: