



THE UNIVERSITY OF GEORGIA
Franklin College
of Arts and Sciences

FY 16 International Travel Funds from the Franklin College and the Office of the Provost

Title:	International Travel Funds
Purpose:	To provide assistance for international travel outside the 50 states (including Alaska and Hawaii). Awards are made through a competitive process and funding is not guaranteed.
Deadlines:	Travel requests for Fall semester should be received by 5:00 pm on Friday, September 4; requests for Spring semester should be received by 5:00 pm on Friday, November 6; and requests for Summer, 2016 (conferences that take place after the end of Spring semester and before June 30, 2016) should be received by 5:00 pm on Friday, February 12, 2016. The Franklin College Travel Funds Committee may convene additional meetings for requests that fall outside these deadlines. Decisions will be announced shortly after each deadline.
Eligibility:	Faculty who are invited to international meetings to present research papers or performances. Faculty members include full-time faculty, including Lecturers and Academic Professionals. Visiting and adjunct professors and Non-UGA paid employees are not eligible to apply. Faculty should request funds strictly within the chronological parameters of the conference, and should not make requests for funding to cover costs of additional research trips that take place immediately before or after the conference. Reimbursement for a Passport will not be considered, but reimbursement for a country-specific Visa at the time of the conference will be.
Funding:	International travel funding is limited to one trip per faculty member during FY16. The funding formula is as follows: 50% (up to \$2,000) Provost; 50% Franklin College and Department (College will commit up to \$500) and/or other sources, such as grants, IDC funds, Freshman Odyssey funds, Professorship funds, support accounts, and the departmental travel allocation. Please note that funding provided by the conference or conference organizers cannot be used as a match. When submitting an application it is important that the total amount of costs estimated be the same as the total amount of funding requested.

Application Procedures and Documentation

Link to Form: http://provost.uga.edu/documents/FY_2016_Provost_International_Travel_Funds_Request_Form.pdf

When describing the nature of the travel, please be precise in explaining your role at the conference or meeting (e.g. presenting a research paper or performance, participating on an invited panel). Attach documentation supporting your request (e.g. letter of invitation and/or acceptance). The documentation needs to be translated into English if applicable. The request should have the approval of the appropriate department head/director. Please do not submit your Travel Authority directly to the Provost. Submit the request to Kellie Borders at kborders@uga.edu or 324 Old College by 5:00 pm on the appropriate deadline date.

The faculty member and unit will receive notification of travel award via email. For UGA Travel Policies and Procedures, please refer to the Finance and Administration Policy and Procedure:

http://www.busfin.uga.edu/accounts_payable/travel.html

Please direct questions to Noel Fallows at nfallows@uga.edu or Kellie Borders at kborders@uga.edu.