

School of Human Ecology
NON-TENURE TRACK FACULTY TRAVEL GRANT APPLICATION



Funds are available from the School of Human Ecology to support travel of Non-Tenure Track Faculty to professional meetings. Faculty must be presenting a formal paper or a poster (verifying documentation required). Turn in this form to the Department Chair's office. Upon Chair's review and signature the form will be sent to the SHE Director's office for final approval. The form must be turned in 4 weeks prior to travel. RTAs are required for all professional travel.

NAME

EID

DEPARTMENT

CONFERENCE/EVENT DETAILS:

Name of Organization:

Organization Website:

Name of Conference/Event:

Title of Presentation:

Destination:

Presentation Date:

Travel Dates: _____ to _____

Authors (in order of authorship):

Name(s) of Presenter(s):

DISPOSITION OF DUTIES (who covers your duties in while you're away):

ESTIMATED EXPENSES (please specify if there is no cost to UT):

Meals: _____

Lodging: _____

Transportation: _____

Registration: _____

Other: _____

Total Estimate: _____

REQUIRED DOCUMENTATION:

Copy of abstract of paper

Copy of letter of acceptance or of program

Proposal Approved By Chair

Director's Approval