



Application to Faculty Global Travel Fund

Submission Guidelines (please note that these have been modified recently)

Applications may be submitted by **Group I and Group II** faculty to:

<p>The Global Travel Fund Committee 206 Yamada International House Attention: Marian Carr (carrm@ohio.edu)</p>

Deadline for signed forms:	
11:59 pm on date indicated below (or next business day if the date falls on a weekend/university holiday)	
May 1	For travel starting in July or August
July 1	For travel starting in September or October
September 1	For travel starting in November or December
November 1	For travel starting in January or February
January 10	For travel starting in March or April
March 1	For travel starting in May or June
<p>* Note: 1) The GTF Committee will not review late applications. 2) Each applicant can receive a GTF only once every 2 years due to limited funding. 3) Should you decide not to use your GTF award, please let us know immediately so that we can reallocate the funds accordingly!</p>	

Applicant's Information

Date	____/____/____		
Name		Group I [<input type="checkbox"/>]	Group II [<input type="checkbox"/>]
Position/ Rank		Department/School/ Campus	
Campus Address			
Telephone	____/____/____	Email	

Application Questions

1. What is the purpose of your travel? (Include the title of your presentation or the topic/focus of your research)

2. Briefly describe the expected professional outcomes/benefits and their relation to your unit's goals.

3. Departure Date: ____/____/____ Return Date: ____/____/____

4. Destination: _____

5. Event Dates: ____/____/____ to ____/____/____

6. What is the actual or estimated cost of transportation or travel (car, train, air, etc) to your foreign destination(s)?

\$ _____ (mode of transportation: _____)

Note: Attach a clearly legible copy of your ticket, receipt, travel website fare quote, or other documentation of your actual or estimated travel or transportation. If asking for mileage, it must be less than or equal to economy airfare (supply this quote).

7. What amount are you requesting from the Global Travel Fund Committee?

\$ _____

Note: Approved proposals will receive equivalent of the economy airfare rate up to \$750. See <https://www.ohio.edu/global/about/gtf.cfm> for more information.

8. Have you applied to the GTF before? Yes No If yes, when: _____

Note: After you have been awarded a travel grant, you must wait 2 years before you can apply again; e.g. if you received an award for Jan 1, 2017, you must wait until Jan 1, 2019 to apply again.

9. Has any other financial support for your travel been pledged from your department or school, your college, and/or other sources? If so, please indicate:

Dept/School	\$ _____		
College	\$ _____		
Other:	\$ _____	Source:	_____

10. Required Signatures

The signatures below by your department chair/school director and your dean indicate review and approval of the proposed travel. The approval letter will be copied to your dean and unit head.

Director/Chair

_____	_____
Print Name	Signature
_____	_____
Date (MM/DD/YYYY)	Email

Dean

_____	_____
Print Name	Signature
_____	_____
Date (MM/DD/YYYY)	Email

Applicant

_____	_____
Signature	Date