



Application to Faculty Global Travel Fund (GTF)

<https://www.ohio.edu/oga/global-travel-fund>

Submission Guidelines

Applications may be submitted by **Tenure-Track and Instructional Faculty** to:

<p>The Global Travel Fund Committee globalaffairs@ohio.edu Subject: Global Travel Fund Application</p>	
<p>Deadline for signed forms: 4:00 pm on date indicated below (or next business day if the date falls on a weekend/university holiday)</p>	
Cycle I. - May 1	For travel starting in July or August
Cycle II. - July 1	For travel starting in September or October
Cycle III. - September 1	For travel starting in November or December
Cycle IV. - November 1	For travel starting in January or February
Cycle V. - January 10	For travel starting in March or April
Cycle VI. - March 1	For travel starting in May or June
<p><i>* Note: 1) The GTF Committee will not review late or incomplete 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 at globalaffairs@ohio.edu so that funds can be reallocated accordingly.</i></p>	

Applicant's Information

Date			
Name			
Tenure-Track Faculty	Instructional Faculty		
Title		Department/ College/ 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)

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

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3. Dates of Travel	to		
	Departure Date		Return Date
4. Destination			
5. Event Dates	to		
6. What is the actual or estimated cost of your travel-related expenses (airfare, trains, car, boat, lodging, etc.) for your international trip?	\$		
7. Mode of transportation			
<p><i>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).</i></p>			
8. Amount requested from the Global Travel Fund Committee	\$		
<p><i>Note: Approved proposals will receive equivalent of the economy airfare rate up to \$750. See https://www.ohio.edu/oga/global-travel-fund for more information.</i></p>			
9. Have you applied to the GTF before?	No	Yes	If Yes, when?
<p><i>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, 2020, you must wait until Jan 1, 2022 to apply again.</i></p>			

10. 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:	

Required Signatures

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

Director/ Chair/ Unit Head			
Name		Signature	
Date			
Dean			
Name		Signature	
Date			
Applicant			
Name		Signature	
Date			