Sample Faculty Travel Award Application with Instructions

In order to prevent delays in the approval of your application, please follow these step-by-step guidelines on how to complete the faculty travel award application and what to include in your application packet.

Item #1: Faculty Travel Award Application Form

Make sure you are using the latest version of the FTA application.

Input all the requested information into the application.

Collect all the required signatures from your Department/School Chair/Director and Dean/University Librarian.
Item #2: Request for Authorization to Travel (RAT) Form

Submit a copy of the approved RAT. The original must be attached to the travel claim (later).

Complete your personal information in this section.

Leave the chart-field blank.

If Department funds are being used to cover some of your expenses, this section must be completed by a designated Department AOC and/or fiscal analyst.

If College funds are being used, this section must be completed by the designated College fund approver.

For international travel only: Risk Management approval must be completed in this section BEFORE your departure.

Any travel taking place without RM approval is unauthorized and ineligible for reimbursement. Please allow enough processing time for RM to approve your travel.

Domestic travel does not require risk management approval.
Item #3: Abstract

Attach an abstract of the paper/poster/creative work to be presented.

<table>
<thead>
<tr>
<th>TITLE OF WORK</th>
<th>2</th>
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Abstract

The abstract is the second section of your paper. To arrive at a new page, insert page break after completing the title page. Type the word Abstract, should be typed in Times New Roman, 12 point font and centered at the top of the page. The title of your paper should appear as a heading in all caps on the second and subsequent pages; the words, Running head should appear only on the title page, and page numbers should be added to the heading to appear on the top right side of each page. When formatting the heading, click on the box that indicates a different first page, as only the first page has the words, Running head: with your title, without the page number, and the remaining pages have just the title (in caps) and the page numbers. The abstract should be a brief (150-250 word) summary of your paper in a single paragraph, double-spaced. Although the first line of each paragraph in the body of your paper will be indented, the first line of the abstract is not indented. You may want to add keywords to your abstract. To do this, indent as you would if starting a new paragraph, enter the word Keywords: then list your key words.

Keywords: APA format, headings, style
Item #4: Acceptance Letter/ Invitation Letter

An acceptance letter from the conference organizer/sponsor/committee must be attached. The letter must indicate your work has been peer-reviewed and/or went through a juried process. Chairing of workshops, sessions, panels and symposia will not be supported. Copies of e-mail acceptance letters are acceptable.

Dear [Name],

We are excited to inform you that you have been selected to participate in the [Workshop Name]. The workshop will take place on [Date]. We will be starting the event on the morning of the 25th (Monday) and will end in the early evening on the 26th (Tuesday).

Registration: In the next couple of weeks, we will be sending you a follow-up email with registration instructions and further details about the event. Please be on the lookout for this email. Our project manager, [Name], will be in touch with you about these details once you have registered for the workshop.

Finally, please note that this will be an interactive workshop, and we will be asking all participants to do a bit of light preparation before the event. For now, if you have not already done so, please visit the core website and register as a “teacher” on the site.

If you have any questions, please do not hesitate to contact us at [Email].

Looking forward to meeting you in June!

[Signature]
Item #5: Airfare Estimates

Include a hard-copy estimate of your airfare expenses. You do not have to commit to any specific airliner or reserve your ticket, but we need to know what sort of accommodations you will taking and whether or not these accommodations require exception approval.

NOTE:
- The travel award does not cover extra baggage fees
Item #6: Lodging Estimates

Include a hard-copy estimates of your lodging expenses. You do not have to commit to a specific accommodation, but we need to know what sort of accommodations you will taking and whether or not these accommodations require exception approval.

NOTE:

- The travel award does not cover lodging over $275 per night without Provost and President approval. If your lodging expenses exceed this amount, you must complete an Authorization for Exception to Travel Policy form. Reimbursement for any expense over the policy limit is contingent upon approval from the Provost and/or President.
- Only the foreign per diem rate for international lodging will be covered. If your lodging expenses exceed the per diem rate, you must complete an Authorization for Exception to Travel Policy form. To view the per diem rate for the country you will be visiting, click here: https://aoprals.state.gov/web920/per_diem.asp
- Hospitality and other expenses such as meals, dry cleaning, parking, etc. are not covered by the travel award.

![Image of hotel booking details](image-url)