



**College of Arts & Sciences**  
Office of the Dean

**College of Arts & Sciences  
Faculty International Travel Request Form**

*The College of Arts & Sciences will match internal funding for international travel up to \$1,000 for either research or conference presentation so long as funds are available.*

Faculty Member: \_\_\_\_\_

Department: \_\_\_\_\_

Dates of Travel: \_\_\_\_\_

Destination: \_\_\_\_\_

Match Requested for: \_\_\_\_\_ Research      \_\_\_\_\_ Conference Presentation

Amount Requested: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Amount Received from the Following Sources (*award document must be attached to this form*):

<i>Amount</i>	<i>Fund</i>
_____	International Travel Fund
_____	Kohler Fund
_____	Scholars Travel Fund (for Mexico & Canada travel only)
_____	New Faculty Grant (travel must be included in grant budget)
_____	Regular Faculty Grant (travel must be included in grant budget)
_____	Departmental/Program (approved by: _____)
	signature

*Send completed form with attachments to Dean's Office, 105 Foust Building*