



College of Arts & Sciences
Office of the Dean

College Funding for International Travel

FAQ:

Who is eligible?

All College faculty who receive matching internal travel funds.

How much does the College match?

The College will match up to \$1,000 for either research or conference travel

What types of funds are matched?

The College will only match internal funds. These funds are listed on the form and include: International Travel Fund, Kohler Fund, Scholars Travel Fund (for Mexico/Canada travel), New Faculty Grant, Regular Faculty Grant, Departmental/Program funds.

The College will not match external funding from grants

What documentation do you need to provide evidence of funding?

To show evidence of matching funds you will need to attach a letter from the funding office that shows the dollar amount that has been funded. If the source is departmental or program funds the department head or director must sign the Request Form and list the dollar amount to be provided. If there are two sources of funding the appropriate documentation must be submitted on the same form.

Can I submit the College's Request Form at the same time that I am applying for the funds from the International Travel Fund or Kohler Fund?

No. The College's Request Form should only be submitted after all funding is identified. The College Office will not hold any forms.

Can I apply for matching funds more than once a year?

No. Faculty are only eligible to receive the funding once per fiscal year (July-June)

If I receive funding, where can I access it?

College funds will be transferred to your home department/program.

To whom should the Request Form be sent?

Completed form should be sent to Becky Clark in 105 Foust.