



International Travel Fund Application

Eligibility for Award: Eligibility is limited to tenured or tenure-track faculty members (and faculty equivalents). Faculty may be funded only once in three years. Application must be received no later than four weeks before travel.

At least one of two criteria must be met: 1) the traveler will present a paper at an international scholarly conference; or 2) the traveler will pursue research on an international topic that will either result in a scholarly publication or paper, or that will directly affect at least one course taught on a regular basis (at least once every two years). Applications will be reviewed on a rolling basis until the allocated funds are spent for the fiscal year.

Award Amount: \$ 800.00. Funding is provided through KUCR. KUCR will not fund international airfare if personal time is 50% or more. International airfare may be obtained online or through any travel agency. A minimum of four hours spent on a business purpose is required to claim a business day; travel time is considered business.

Emergency medical insurance is automatically covered by KU through Worldwide Assistance.

Forward completed application, with a copy of invitation letter or other supporting documents pertaining to your travel, to Bette Luther, International Programs, 300 Strong Hall. If questions: Bette 4-4198 or bluther@ku.edu.

Applicant _____
Last Name/First Name Title Academic Department

Remittance address _____ Email address _____ Contact Phone _____

Funds are requested for round-trip from Lawrence to _____
City, Country

Exact travel dates: _____ to _____

Reason for travel:

Signature: _____

Chair or Dean endorsement _____ Date _____

	To be completed by International Programs		
Tenured/tenure-track?	Yes	No	Database/three years? DONE _____
Within deadline?	Yes	No	Post DONE _____
Current travel warning?	Yes	No	Request DONE _____
Approved?	Yes	No	Copy HB DONE _____
			Notification DONE _____