

In order to be considered for funding, please read and follow this document in its entirety.

Office of International Education and Development

APPALACHIAN STATE UNIVERSITY

FACULTY INTERNATIONAL OUTREACH TRAVEL FUNDS

The maximum funds that can be requested from OIED is \$1,500 per applicant

Checklist for International Outreach Travel funding through OIED:

1. Complete the attached form thoroughly.
2. Obtain Funding and Signatures from the Department Chair and the Dean of the applicant's college.
3. Submit the signed form to OIED for consideration. (OIED does not fund more than \$1500 per faculty member per trip).
4. OIED contacts the applicant to inform them of the funding decision.
5. If the applicant is informed that funding will be granted, complete a Travel Authorization (found here: <http://controller.appstate.edu/travel/>). This MUST be approved prior to purchasing tickets or lodging.
6. Route the Travel Authorization through the Chair and Dean prior to sending to OIED. It is good practice to confirm that OIED has received and approved your TA.
7. Send a copy of your passport along with the Travel Authorization and complete the Insurance form online for **mandatory traveler's insurance**. (found here: <https://international.appstate.edu/faculty-staff-resources/international-business-travel-insurance>)
8. Once your authorized travel has ended, Complete and Submit your Travel Reimbursement form (found with the authorization form online) to your department and OIED. This form must be in the controller's office prior to 30 days past the end date of travel, so you must complete it and route it earlier than that date.
9. If you are delinquent with your reimbursement request (i.e. it will reach the controller's office after the 30 day deadline) you must write a memo explaining the delinquency.

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All travel requests are subject to the approval of the Provost and/or Vice Provost of Resource Management. Faculty may submit requests for projects that promise meaningful institutional advancement of international education at Appalachian State University. Projects may incorporate individual professional development, but they must explicitly advance overall internationalization of the community. **Funds may be requested of OIED only after using this form to secure funds and signatures from both the department chair and the college dean.**

PROCEDURES AND POLICIES GOVERNING FUNDING REQUESTS:

1. Faculty funding requests must be submitted to the department chairperson and the dean of the applicant's college for consideration and provision of departmental funds first. The chairperson and dean will sign and provide remarks with their funding amounts.
2. Once the request has been funded and signed by the chairperson and the dean, it should be submitted to the Office of International Education and Development (OIED). It is the applicant's responsibility to follow the request from department chair's office, to the dean's office, and to OIED.
3. The Associate Vice Chancellor of OIED will give the approval or denial for funding from OIED, and will inform the applicant as soon as possible via email.
 - a. Funds are available on a first come first served basis.
 - b. Funding may NOT be sought retroactively for reimbursement on travel that has already been completed.
 - c. All ASU Faculty (*not visiting scholars*) are eligible to apply—tenure track faculty will be given higher priority.
4. Prior to making ANY purchases, all awardees are required to complete a University Travel Authorization (found at <http://controller.appstate.edu/travel>) for funding AND for insurance coverage, **2 weeks prior to travel**, in accordance with University and NC State policies and procedures. The traveler's passport, all of the necessary signatures, and the FOAP information must be obtained on the travel authorization before sending the form to OIED at least 2 weeks before travel begins.
5. Once the funded travel has ended (i.e. the "date travel ends" on the Travel Authorization), awardees must submit a completed University Travel Reimbursement form (found in the same excel document as the travel authorization). The awardee must supply ALL necessary receipts, credit card statements, flight boarding passes, etc. University policy states that all documentation must be received by the controller's office *within 30 days of the end of travel*. Funds not claimed within 45 days will be forfeited.
6. Funds are available for the current fiscal year only and must be used per the original request. OIED is not responsible for contacting faculty members to award monies—the responsibility lies with the Awardee to contact OIED and to provide all necessary forms. OIED will not cover costs in addition to those awarded at the time of the request.
7. OIED does NOT issue any travel *advances* for faculty international outreach. OIED funds are only for reimbursement *after* travel.

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APPALACHIAN STATE UNIVERSITY

INTERNATIONAL TRAVEL FUNDS FOR FACULTY

| | | | |
|---|--|---|--|
| Applicant's Name | | Banner ID & Email Address | |
| College | | Department | |
| Destination | | Travel Dates | |
| Financial Support from Dean and Department | | Financial Support Requested from OIED (cannot exceed \$1,500.00) | |

1. Brief Project Description

Address specifically how this project will advance international education at Appalachian State University. The goal of the matching grants program is to enhance the internationalization of the curriculum by infusing global issues into the courses. {Not to exceed 450 words (12 point font, single-spaced)}

2. Travel Itinerary

| | | |
|--|--|--|
| Please provide an overview of the travel itinerary and the activities to be conducted during the travel period | | |
| | | |

3. Budget Information

| | | |
|---|----|-----------|
| Project Costs | | |
| 1. Travel | | |
| a. Airfare | \$ | |
| b. Ground Transportation | \$ | |
| c. Meals (\$ ___ x ___ days) | \$ | |
| d. Lodging (\$ ___ x ___ days) | \$ | |
| Travel Total | | \$ |
| 2. Other Costs | | |
| a. Registration Fees | \$ | |
| b. | \$ | |
| c. | \$ | |
| d. | \$ | |
| Other Costs Total | | \$ |
| TOTAL TRAVEL COSTS | | \$ |
| Total Funds Committed | | |
| 1. From the Department | | \$ |
| 2. From the Dean | | \$ |
| 3. From Other Sources (Specify) | | \$ |
| TOTAL FUNDS SECURED | | \$ |
| Travel Funds Requested from OIED | | \$ |

4. Past Funds Awarded Information

| | | |
|--|---------|--------|
| a. Have you received support from OIED previously? | [] Yes | [] No |
| b. If yes, list the date of the funds received in the last two years | | |
| c. If you received funding before, please explain how this request builds on or differs from the previous request. (No more than 100 words) | | |
| | | |
| d. Describe how the international experience contributed to the departmental and university's internationalization goal, including how the experience was brought back to the classroom (No more than 100 words) | | |
| | | |

5. Comments

| | |
|---|--------------|
| a. Comments from Department Chair on the Project | |
| | |
| Chairperson's Signature: | Date: |
| b. Comments from Dean on the Project | |
| | |
| Dean's Signature: | Date: |