Faculty & Staff International Travel Awards
Application Procedures & Policies

All applications are subject to the approval of the Associate Vice Chancellor for the Office of International Education & Development (OIED). Faculty & Staff may submit applications for projects that promise meaningful institutional advancement of international education at Appalachian. Projects may incorporate individual professional development, but they must explicitly advance the overall global engagement efforts of the University.

Funding requests must be submitted by fully completing the “International Travel Awards for Faculty & Staff” online application.

PROCEDURES & POLICIES GOVERNING AWARD APPLICATIONS:

1. OIED awards are only given in the form of a travel reimbursement.
2. When OIED’s Office Manager receives the application, an email notification will be sent to the applicant.
   a. The Associate Vice Chancellor of OIED gives approval or “on-hold notice” on award applications.
   b. Once a decision has been made, OIED’s Office Manager will email the applicant with next steps.
      i. If the application is given an “on-hold notice”, OIED will hold onto it in the event additional funding becomes available later in the fiscal year and the AVC reconsiders the initial award decision.
3. Prior to making any travel related purchases, all awardees are required to complete the University Travel Authorization form [found on the Controller Office’s website (always check the website for the most up-to-date version – outdated forms will be sent back)] AND get International Business Travel Insurance.
   a. Once the Travel Authorization form is completed and routed through the department chair/director’s office and dean/vice chancellor’s office, send it to OIED for processing. OIED will then send it to Academic Affairs.
      i. OIED needs the original Travel Authorization form at least two weeks prior to departure date.
4. Once travel has ended as indicated by the “Return Date” on the Travel Authorization, awardees must submit a completed University Travel Reimbursement form (found in the same Excel workbook file as the Travel Authorization).
   a. The awardee must supply all necessary receipts, credit card statements, flight boarding passes, etc. with the Travel Reimbursement.
   b. Per University policy (policy 510.1), all reimbursement forms and documentation must reach the Controller’s Office within 30 days of the Return Date. Awards not claimed within this 30 day period will be forfeited and re-allocated for another individual’s award.
      i. It is the traveler’s responsibility to ensure the reimbursement form is submitted to OIED; however, the Office Manager will send a Travel Reimbursement reminder email about two weeks after the return date as a courtesy.
5. Awards are available for the current fiscal year only, and they must be used per the original application.
6. OIED is not responsible for contacting awardees to obtain the proper paperwork/forms – that is the responsibility of the awardee to provide.
7. OIED does not issue any travel advances. Awards are only for reimbursement after travel.

Important Notes:
- Maximum award amount is $1,500.00 – contingent upon funds received from applicant’s department and college/school/division.
- Award funds must support Appalachian’s global engagement efforts
- Awards cannot be sought retroactively for reimbursement on travel that has already completed
- All Appalachian State University Faculty & Staff (excluding visiting scholars) are eligible to apply – tenure track faculty will be given higher priority.
- Applicants not awarded OIED funding the previous fiscal year will be given higher priority.