**COLLEGE OF LIBERAL ARTS**

**RESEARCH ENHANCEMENT PROGRAM**

**Supplemental Travel Support for *2015-2016***

***Request For Travel Funds For Research Presentation***

|  |  |
| --- | --- |
| **Name:** | **Date:** |
| **Department:** | |
| **Purpose of trip (e.g. title of paper to be presented):** | |
| **Professional meeting at which the research is to be presented:** | |
| **Location of meeting**: | |
| **Inclusive dates of travel:** | |
| **How will this trip benefit UCA?** | |
| Travel Costs: | Sources of Funding: |
| Transportation (air, auto, other) : $ | Paid by applicant： |
| Room and meals: $ | Paid by department: $ |
| Registration fee: $ | \*Requested from College Research Enhancement Program Supplemental Travel Funds: **$150.00** |
| TOTAL - $ | Other sources (HWC Institute, etc.): |

\*Awards of supplemental travel funds for travel in the continental U.S., Canada, Mexico, and Puerto Rico will not exceed $150 per trip up to two trips. Awards for travel to Hawaii or other foreign destinations will not exceed $300 for one trip. If a trip exceeds $3000, $500 will be granted for one trip. The college will also support IDC faculty development trips with $200.

**Signatures:**

|  |  |
| --- | --- |
| Applicant: | Chair (certifies departmental support in amount indicated above): |
| Dean (certifies college support in amount indicated above): | |

One of the following **MUST** be included:

1) Official notice that your paper has been accepted.

2) A published program of the meeting indicating your participation.

Submit this request **before** preparing your travel request form to: Dr. Peter Mehl, College of Liberal Arts, Irby 120.