

**COLLEGE OF LIBERAL ARTS
RESEARCH ENHANCEMENT PROGRAM
Supplemental Travel Support for 2013-2014**

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:
Other (explain): Registration fee:	*Requested from College Research Enhancement Program Supplemental Travel Funds:
TOTAL	Other sources:

*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.