



FLORIDA STATE UNIVERSITY
OFFICE OF THE PROVOST

FSU FACULTY TRAVEL GRANT APPLICATION

Please return the entire application packet no later than March 15, by 5 p.m., for Spring travel of the same year or no later than October 15, by 5 p.m., for Fall travel of the same year.

Note: Please download this form *before filling it out*. Then save the form and submit it by email to provost@fsu.edu. Your information will not be transmitted electronically.

Full Name: _____ Date: _____

EMPLID#: _____

Faculty Rank: Professor Associate Professor Assistant Professor

(All applicants must be tenured or tenure-earning.)

FSU Department: _____

College: _____

Telephone: _____ Email Address: _____

Departmental Travel Representative: _____

Travel Representative's Email Address: _____

Title of Meeting: _____

Location of Meeting: _____

Date of Meeting (MM/DD/YY – MM/DD/YY): _____

Please check one of the following:

Spring (Travel takes place between January 1 – June 30)

Fall (Travel takes place between July 1 – December 31)

Please check one of the following: Regional National International

Brief Description of Nature of Meeting and of the Sponsoring Organization:

Is this a regularly occurring meeting (annual, semi-annual, etc.)? Yes No

Title of Presentation:

Type of Presentation:

Paper/Oral Performance

Poster Other (Specify):

(NOTE: If a poster, provide evidence that this is the only option for presentation or that other forms of presentation are severely limited.)

Has your abstract, paper, or presentation been peer reviewed? (i.e., it was reviewed for acceptance in the program)

Yes

No

This was an invited paper or talk (specify):

Are you the presenter? Yes No

Co-Authors (if any) and their affiliations:

(NOTE: To be eligible, you must be the person who actually presented the paper.)

Please check one:

IN-PERSON CONFERENCE

VIRTUAL CONFERENCE

Please enter the total amount you are applying for (up to \$1000 for domestic travel/\$1500 international): \$

Check below each item of supporting documentation that you have appended. Please note that applications missing pieces of documentation will **not** be considered for an award.

Acceptance letter or email (REQUIRED)

Conference program or printed web page(s) (can be preliminary) showing your name/presentation information, conference title, location, and date (REQUIRED)

Copies of actual receipts (if travel has already taken place) OR copies of estimates (from company/website) for (REQUIRED):

Airfare/Railroad/Bus

Mileage (personal vehicle) (# of miles x \$0.445)

Rental Car

Hotel

Taxi (estimate OK)

Conference registration fee

Parking fees (estimate OK)

ALL TRAVEL MUST ADHERE TO CURRENT TRAVEL RESTRICTIONS.

Which alternative sources of support are available to you?

In which of the last three academic years (if any) have you received funds from this program (If none, please list as NONE; for actual, list as "Fall 2023," etc.)?

Applicant Signature (may be electronic) Date

Department Chair or Head Signature (may be electronic) Date

Please send signed form and supporting materials in one PDF document to provost@fsu.edu.