1. The requestor must be tenure, tenure-track, or renewable term faculty.

2. This is a reimbursement program, and the maximum support through FTAP is $400 per person. Once the travel is complete, the department financial administrator will submit a copy of the travel claim and the airfare costs to the AGS Dean’s Office financial administrator. The amount that will be reimbursed is one-third of the actual costs, up to the maximum award limit.

3. The request must include written documentation of commitment from funding sources for the other two-thirds of travel costs.

4. If traveling to a conference or performance, the applicant must be actively participating (e.g., presenting, chairing a session, performing, etc.), not just attending.

5. Funds may be used to support the development of new or expanded research programs (e.g., by visiting with potential collaborators, agency or other funding organization officials, or to conduct research).

6. **Support will be awarded only once per fiscal year per person.**

7. The FTAP program will NOT cover personal or institutional membership fees at conferences.

8. Proposals may not be submitted more than two months in advance of the travel.

9. Requests will be dealt with on a first-come, first-served basis. A fixed amount of funding ($800) will be allocated per month to ensure an even distribution of available dollars throughout the fiscal year (this equates to two awards of $400 each per month). Once available funding is exhausted for a particular month, no additional awards will be made until the following month. Pending proposals will automatically be carried to the next month in the order in which they were received.

10. Requests for reimbursements must be received within 60 calendar days following the completion of the travel. Copies of the processed travel claim and airfare information are required. Late submissions will not be considered and reimbursement will not be provided.

11. Faculty should submit a request that includes:
   - A completed and signed Request for Travel Funds form.
   - A narrative, not to exceed one single-spaced page, describing the nature of the travel (e.g., to present at a national conference or to collect data in the field), the activities to be performed during the trip, the manner in which the travel will enhance the scholarly activities of the traveler and an explanation of why funding is being sought from the Atmospheric and Geographic Sciences Dean’s Office (e.g., rather than from an externally funded grant or contract should none be available to the traveler). If no external grants are available, please state this explicitly in the narrative.
   - If you are presenting/performing, please provide a copy of the invitation to present/perform from the conference or event/venue.
AGS Request for Travel Funds (FTAP)  
(must be submitted prior to travel)

Dept./Div./School: ___________________________ OU ID#: ___________________________
Faculty Name: ___________________________ Account to be credited (after travel):
Email: ___________________________ Academic Title: ___________________________
Phone number: ___________________________ Travel Destination: ___________________________
Travel dates: ___________________________

Estimated Travel Expenses:

Airfare = ________________
Public transportation = ________________
Meals & Incidentals = ________________ (per diem)
Lodging = ________________
Registration = ________________
Mileage = ________________ current mileage rates
Local Transportation = ________________
Parking = ________________
Other (describe below): = ________________

Total estimated cost: ___________________________ -

Attach a narrative that must state the reasons for travel, how the travel will enhance scholarly activities and why funding is being sought from the CA&GS (as opposed to another source). FTAP does not support travel to attend a professional conference at which a presentation is not being made or travel to attend non-scholarly meetings.

I will be traveling to (select all that apply):

Present at a:

[ ] National Conference Conference name: ___________________________
[ ] Regional Conference Conference name: ___________________________
[ ] Meet with a program officer
[ ] Build collaborations with colleagues at other institutions
[ ] Other: ___________________________

Other funding support: ___________________________

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<thead>
<tr>
<th>Signature</th>
<th>Date</th>
<th>Commitment Amount</th>
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</thead>
<tbody>
<tr>
<td>Faculty</td>
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<tr>
<td>Director/Chair</td>
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<td>Department/School</td>
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Return this signed form to AGS Dean's office, NWC 3630

Dean AGS

Updated: 8/9/18