



## **Travel Support Guidelines**

### *Travel Support to Attend Scholarly Meetings or Meet with a Funding Sponsor*

Academic faculty at the University of Nevada, Reno whose current role statement includes research or professional development responsibilities may apply to the Vice President for Research for assistance with travel expenses for either of two purposes:

- 1) **To attend national or international meetings for the purpose of PRESENTING SCHOLARLY WORK AS SENIOR AUTHOR OR EXHIBITOR.**
- 2) **To specifically INTERACT WITH A FUNDING SPONSOR FOR THE PURPOSE OF ENHANCING FUNDING POTENTIAL.**

Travel funds cover **transportation costs only** up to \$300 for a domestic trip, or \$750 for an international trip. The program has limited funds, so only one trip per faculty member is allowed per fiscal year. The yearly trip benefit may be either domestic or international but because of funding limitations, the full \$750 international benefit is only allowed every third fiscal year. The basic \$300 travel benefit may be applied to international travel in any fiscal year in lieu of domestic travel.

Travel funds are awarded on a first come first serve basis. **To apply for travel support, submit one copy of the “Application for Travel Support” along with the appropriate supporting materials:**

- 1) **For trips to attend a scholarly meeting, the confirmation of your place in the meeting program.**
- 2) **For trips to meet with a funding sponsor a memo signed by both your Department Chair and Dean that address your plan of action, such as the purpose of the trip and the proposed outcome of the trip.**
- 3) **For international trips, a letter of support from your Department Chair (or Dean if applicant is Chair).**

**Send all materials to the Office of the Vice President for Research / MS 0403 in advance of proposed travel.**

Notice of award will be e-mailed to you within two working days. After you have received your notice of award, please prepare an Employee Request for Travel to be routed through this office for an account number. After return from your trip you should prepare a Travel Claim for which should also be routed through this office. **You must also comply with the University of Nevada, Reno’s travel rules and policies to receive these funds. Approved Travel Request forms must be filed in the Controller’s office ten (10) days prior to the trip. Approved Claim for Employee Travel Expense forms must be filed in the Controller’s office within fifteen (15) days after completion of the trip.**

These are standard Controller’s forms and can be obtained from the following website:

<http://www.unr.edu/vpaf/controller/forms/travelform.html>

All necessary forms should be submitted to the Office of the Vice President for Research / MS 0403 before submission to the Controller’s Office. This will speed up the reimbursement process by several days.

<http://www.unr.edu/research/>



## Application for Travel Support from the Office of the Vice President for Research to Attend a Scholarly Meeting Or Meet with a Funding Sponsor

Name: \_\_\_\_\_ Employee ID #: \_\_\_\_\_

Title: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

College: \_\_\_\_\_ Department: \_\_\_\_\_ Phone #: \_\_\_\_\_

Name and Location of Meeting / Conference: \_\_\_\_\_

Working Title of Paper or Presentation / Funding Sponsor Meeting With: \_\_\_\_\_

**Please attach confirmation of participation (i.e., letter, invitation, program, etc) or memo stating plan of action. For international meeting also attach letter of support from your department chair (or Dean if applicant is the Department Chair).**

Dates of Travel: From: \_\_\_\_\_ To: \_\_\_\_\_

Estimated transportation costs: \$ \_\_\_\_\_

Are you a UNR Faculty member holding at least 0.5 FTE appointment?  YES  NO

Will you be receiving an honorarium or reimbursement from sources other than UNR?  YES  NO

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Chair (or Dean if Applicant is Chair)

\_\_\_\_\_  
Date

-----  
**For Approval Use Only**

Amount Approved UP TO: \$ \_\_\_\_\_ (To be used towards TRANSPORTATION COSTS only)

\_\_\_\_\_  
Authorizing Representative from the Office of the VP for Research

\_\_\_\_\_  
Date