

International Center



## Faculty Travel Grant Application

101 Brodschi Hall,  
University of Louisville  
Louisville, Kentucky 40292

Phone: (502) 852-6602  
Fax: (502) 852-7216

**Deadline:** Applications for grants must be received at the International Center at least one month prior to participation in an international conference, exchange program or before beginning a research project.

**Applicants who have not received funds in the previous year will receive priority.**

**PLEASE NOTE THAT THE INTERNATIONAL CENTER CANNOT SUPPORT FACULTY TRAVELING TO COUNTRIES ON THE DEPARTMENT OF STATE'S TRAVEL WARNING LIST .**

Name:	Social Security Number/Employee ID:
Department:	Bldg/Room No.
Tel:	Fax:
Purpose:	E-mail:
Country:	Travel Dates:
<input type="checkbox"/> Conference --\$500	<input type="checkbox"/> Exchange Program --\$500
<input type="checkbox"/> Research/Teaching --\$500	
<b>Matching Funds</b>	<b>Estimated Travel Budget</b>
Home Department:	Airfare:
Grant Funds:	Accommodation(s):
Other University Department:	Registration Fee:
Sponsoring Agency:	Other:
Other:	Other:
<b>Total:</b>	<b>Total:</b>

**Please attach the following supporting documentation:**

1. Letter of invitation from conference sponsor, research/teaching institution or exchange institution
2. Copy of notification of support from other sources

**Important Information** --Please take time to read carefully: Funds awarded by the International Center must be processed WITHIN the fiscal year for which they were awarded. Travel completed by June 15, must be vouchered out no later than the cutoff date established by the Controller's Office. If not, the award will be RESCINDED. If you have any questions, please contact Sue Percy at the International Center.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: Chair/Dean: \_\_\_\_\_

Date: \_\_\_\_\_