**  
  
UNCG INTERNATIONAL TRAVEL FUND (ITF) APPLICATION FORM**

1. **APPLICANT INFORMATION**

|  |  |  |
| --- | --- | --- |
| Last name, first name m.i. | Click here to enter text. | Click here to enter text. |
| Full Name | UNCG Email | Telephone |

##### B. CONFERENCE INFORMATION

Name of Conference: Click here to enter text.

Sponsoring Organization(s): Click here to enter text.

Official Dates of Conference: Click here to enter text.

|  |  |  |
| --- | --- | --- |
| Location of Conference: | Click here to enter text. | Click here to enter text. |
| City | Country |

Title of presentation/panel Click here to enter text.

Purpose of Travel (check at least one) **Attach an official invitation to conference.**

**☐** Deliver a major, invited paper or presentation in the applicant’s field of Research or Creative Activity

**☐** Present a paper as part of a panel presentation

**☐** Organize and chair a panel discussion

**☐** Serve as a discussant on a panel

**☐** Poster Session or Round Table Discussion

**☐** Attend as an officer or board member

**☐** Other (*Attach a description of the activity including your responsibilities and official documentation of your participation)*

# SIGNATURES

# Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Click here to enter a date.

Dept. Chair or Head: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Click here to enter a date.

Dean or designee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Click here to enter a date.

**D. ITF BUDGET SUMMARY for**

**International Programs Center (IPC) International Travel Fund (ITF) Grant**

|  |
| --- |
| **NAME:** Click here to enter text. **CAMPUS PHONE:** Click here to enter text.  **DEPARTMENT:** Click here to enter text.  **ADDRESS:** Click here to enter text. |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **DESCRIPTION** | **COST** | **OTHER FUNDS** | | **ITF REQUEST** | **APPROVAL (FOR IPC USE ONLY)** |
| **Source** | **Amount** | **Amount** |
| **Transportation – Air** | Enter Amount. | Enter Amount. | Enter Amount. | Enter Amount. |  |
| **Rail** | Enter Amount. | Enter Amount. | Enter Amount. | Enter Amount. |  |
| **Road** | Enter Amount. | Enter Amount. | Enter Amount. | Enter Amount. |  |
| **Accommodations** | Enter Amount. | Enter Amount. | Enter Amount. | Enter Amount. |  |
| **Meals** | Enter Amount. | Enter Amount. | Enter Amount. | Enter Amount. |  |
| **Conference Registration** | Enter Amount. | Enter Amount. | Enter Amount. | Enter Amount. |  |
| **Other** | Enter Amount. | Enter Amount. | Enter Amount. | Enter Amount. |  |
| Click to enter text. | Enter Amount. | Enter Amount. | Enter Amount. | Enter Amount. |  |
| Click to enter text. | Enter Amount. | Enter Amount. | Enter Amount. | Enter Amount. |  |
| Click to enter text. | Enter Amount. | Enter Amount. | Enter Amount. | Enter Amount. |  |
| **TOTAL BUDGET (For ALL Columns)** | Enter Amount. | Enter Amount. | Enter Amount. | Enter Amount. |  |

**Remember to include official invitation.**