




Provost Fund for Faculty Scholarship & Professional Development
PROVOST AWARD FOR TRAVEL APPLICATION

Deliver one paper copy with original signatures to Suite #25 Kepner Hall, or mail to Campus Box #143, to the attention of Sherry May, not later than 5:00 p.m. on the published deadline date.

Provost Awards for Travel provide support for travel to conferences, professional meetings or events, or to invited presentations or performances. Preference will be given to individuals presenting at juried conferences, but all are encouraged to apply.

Applicant Name: _____ Email Address: _____

Dept/Div/School: _____ Org:  _____ Campus Phone: _____

Campus Address: _____ Bear Number: _____

☐ This is an individual application. ☐ This is a collaborative application (List names of collaborators below.)

Collaborators: _____

Title of Event: _____

Location of Event: _____ Date(s) of Event: _____

☐ I will be presenting or performing. Date(s) of presentation or performance: _____

Provide a brief explanation for the requested travel, including how it will support your professional development as a teacher, scholar, artist, and/or researcher; and how it will further the mission and goals of the university, your college and school or department. Also provide a brief description of your presentation or performance, if applicable.

Travel funds available to you from OSP and your college and department/school must be exhausted prior to using Provost travel funds. OSP travel funds are available only to those who are presenting or performing and the amount of college and school/ department travel funds may vary annually.

\$ _____ Anticipated total cost of this trip \$ _____ OSP funding that will be used for this trip
\$ _____ Provost funding requested for this trip \$ _____ College/School funding that will be used for this trip

SIGNATURES (Applications without all signatures will not be considered for funding):

Applicant: _____
Signature _____ Date _____
By signing this application, I confirm that I will have allocated all OSP and College School travel funding available to me, including That listed above, prior to using the Provost Travel funding.

Dean: _____
Signature _____ Date _____
Director/Chair: _____
Signature _____ Date _____

Provost Award for Travel Application

Budget and Budget Justification

Your budget should include the total anticipated costs for each budget item. The justification of cost for each item should clearly explain how you determined the amount; for example, the justification of mileage charges should include the number of trips, where they are to and from, the distance of each, and the cost/mile.

All costs to be reimbursed to the applicant (including mileage) must be in compliance with current [UNC Travel Procedures](#).

Budget Item	Requested Provost Funds	Funding from Other Sources	Justification of Cost (specify how estimated costs were determined)
Registration	\$ _____	\$ _____	►
Mileage	\$ _____	\$ _____	►
Airfare or other long distance public transportation	\$ _____	\$ _____	►
Meals	\$ _____	\$ _____	►
Lodging	\$ _____	\$ _____	►
Rental Car	\$ _____	\$ _____	►
Local Transportation (Taxi / Bus / Train)	\$ _____	\$ _____	►
Parking	\$ _____	\$ _____	►
Tips	\$ _____	\$ _____	►
TOTAL COST	\$ _____	\$ _____	

REQUIRED ATTACHMENTS

- Relevant supporting materials as applicable (E.g., submitted abstract, copy of invitation to present, workshop description, etc.)
- 3-page maximum CV