

Benjamin Tuggle Scholars Travel Grant

Application Guidelines

The Tuggle Scholars Travel Grant is available to assist current Scholars in building their professional network and advancing scholars' research interests by providing financial assistance for Scholars to attend local, regional or national academic conferences. Applicants are not required to present at a conference in order to apply; however, an advising professor will be required to attend alongside the scholar(s) attending the conference.

Scholars are encouraged to reach out to faculty to discuss options. Similarly, faculty are encouraged to keep students apprised of conferences (or other professional meetings) at which the faculty member may be presenting.

Student Eligibility

1. Current Tuggle Scholar
2. Currently registered student (at both time of request and time of conference)
3. Attending conference with advising professor.
4. Have completed and submitted the Tuggle Scholars Travel Award Application (See posted to Tuggle Scholars web page)

Applying for Funds

- ⇒ **Scholars:** Speak with your major professor about attending a conference with them. In order to be eligible to use these funds, your major advisor/thesis chair must both make the request on your behalf, and accompany you to the conference.
- ⇒ **Faculty:** To take scholars with you to a meeting or conference, **submit an abstract** for the conference, including the following:
 - a. Provide conference name, location and travel dates
 - b. List all students and faculty members attending
 - c. Briefly describe the activities the students will engage in through the conference (presenting with faculty, attending sessions/workshops/social events/etc.)
 - d. Itemized Estimated Budget
 - i. Conference Registration
 - ii. Travel: indicate estimated costs for flight or car rental
 - iii. Accommodations: indicate estimated hotel/lodging costs
 - e. Email info to Amelia King-Kostelac: amelia.king-kostelac@utsa.edu
- * **Submit travel applications at least 4-6 weeks in advance** of the conference to provide sufficient time for the your application to be considered and, if approved, for all university-required travel authorization information be approved through Cheryl.
- * Funds are **first-come-first-serve**. It cannot be guaranteed that all requests will be funded.
- * All reimbursement is subject to university policies.
- * Keep in mind that conference registration, flights and hotels will usually be much more expensive the closer you are to the event date.

Once Approved for Funds...

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|-----------------|--|
| Students | Meet with Cheryl at least 3 weeks in advance to fill out travel documents requiring approved by the Dean's office prior to making travel arrangements. |
| Faculty | Submit to Cheryl at least 3 weeks in advance, which requires the following information: <ol style="list-style-type: none">1. Name of the conference and the registration fee amount |

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2. Dates of travel
3. Destination
4. Indicate whether flying, driving personal/rental vehicle

5. Preferred Hotel
6. Registration Fee
7. Employee ID # 600XXXXXXX

If **flying** provide the following information for all attendees:

Name (as it appears on Driver's License):

Address:

Date of Birth:

Mobile Phone Number:

Preferred Airline:

Preferred Seating:

Preferred Time of Travel:

Airline Rewards Number (if any):

If **driving** provide the following information:

Name (as it appears on Driver's License):

Address:

Date of Birth:

Mobile Phone Number:

Number of Individuals Attending

Preferred Vehicle Type

Proof UTSA Defensive Driving has been taken, and that

DL Check has been done (See Cheryl)

After Returning from the Conference...

- **Submit all receipts to Cheryl within 5 days of return.**
 - Hotel receipts need to show zero balance (a copy of the bill received at check-out).