
Academic Affairs**MEMORANDUM**

TO: Academic Deans, Department Chairs, Vice Provosts, and College/Support Division Financial Leads

FROM: Heather Shipley, Ph.D.
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SUBJECT: National Impact Travel Awards

DATE: July 15, 2026

Academic Affairs is committed to continued support of the [National Impact Travel Award](#) program. This year's program objectives remain steadfast in 1) supporting faculty in their pedagogy development, through the realms of innovation, scholarly enhancement and best practices related to teaching, and 2) supporting staff travel that reflects enhanced practices that benefit student success. It is important to remember that this program is designed to be an incentive for faculty and staff within their respective fields; this program should not be used as a budget supplement mechanism. Awards will be granted post-travel and on a first-come, first-serve basis until available funds are exhausted.

Acceptable Travel Award Requests**Full-time Faculty (Tenured/Tenure-Track and Fixed-Term Track - 50% FTE or Greater):**

- Must be attending or presenting at a leading conference in their field, with the purpose of directly improving teaching methods, strengthening course design and outcomes, and expanding student educational opportunities. This program does not support research-related travel. For those seeking travel support related to research, please consider the Office of Research Faculty Travel Support Program.

Full-time Staff (Full-Time):

- Must be presenting at a national meeting or conference. Presentations should reflect empirical results stemming from evaluations or implementations of university programs that have advanced the mission or have led to the creation of valuable best practices related to teaching and student success.

Academic Affairs

Important Programmatic Travel Elements to Consider

- It is the responsibility of the traveler and their college/support unit to ensure that their application complies with all statewide travel guidance as set forth by UT System and [Texas Executive Order GA-48](#).
- Attendance should focus on conferences in one's field that are accepted as prominent by peers. Government agency-sponsored events are permitted.
- Ineligible type of travel:
 - Traveling as a moderator, session chair, grant reviewer, lecture series attendance, or a specially called meeting/interest group function.
 - Invited presentations to other universities, job talks, community organizations, or museums.
 - Virtual meeting attendance.
 - Not eligible for a program award on faculty development leave.
 - Staff are expected to present best practices; conference attendance only does not qualify for an award.

Programmatic Criteria

- Travel expenses such as airfare, lodging, registration, meals, transportation, and mileage are acceptable. Association dues/memberships and program presentation expenses are not allowed.
- Fixed-Term Faculty: Up to a **\$1,500** maximum award with no match requirement.
- Tenured/Tenure-Track Faculty: Up to a **\$1,000** maximum award with no match requirement.
- Staff: Up to a **\$1,000** maximum award with no match requirement.
- Only one award for one trip per FY is permitted. Multiple requests to reach the maximum award will not be permitted.

Request Process

- Applicants will need to request awards directly through the [AY26-27 NITA Application Portal](#). This portal may also be accessed through the NITA webpage.
- Travel dates should fall between September 1, 2026 and August 13, 2027.
- Award applications should be submitted no later than 30 days prior to the first day of travel.
- Late submissions and off-cycle requests will not be considered for review.
- Retroactive awards will not be granted.

Review, Notification and Award Process

- Reviews will be conducted based on the NITA Application Submission Timetable.
- Awards will only be issued once the expense report identification number and total travel expense have been provided by your college or support unit. This information should be submitted no later than 30 days after the last day of travel. Award transfers submitted outside of the 30-day window risk award withdrawal.

Academic Affairs

- College BSC Teams and Financial Leads are the primary points of contact for individual award status updates and funding transfer requests. Notifications will only be provided to financial leads and BSC Teams.
- All participating units are responsible for providing monetary support for travel expenses that exceed a NITA award.

Program Resources

- NITA Submission and Award Notification Timeline Table

Applicant Travel Time Period*	NITA Application Deadline	VPAA Review Notifications**
September 2026	August 15, 2026	September 1, 2026
October 2026	September 1, 2026	September 15, 2026
November 2026	October 1, 2026	October 15, 2026
December 2026	November 1, 2026	November 16, 2026
January 2027	December 1, 2026	December 15, 2026
February 2027	January 4, 2027	January 15, 2027
March 2027	February 1, 2027	February 15, 2027
April 2027	March 1, 2027	March 15, 2027
May 2027	April 1, 2027	April 15, 2027
June 2027	May 1, 2027	May 17, 2027
July 2027	June 1, 2027	June 15, 2027
August 2027 (Travel through August 13, 2027)	July 1, 2027	July 15, 2027

***Applications for travel occurring after August 13, 2027 will not be accepted.**

**** Notices will only be sent to college/support unit financial leads or other designated POCs. Applicants will not receive notice directly.**

- NITA web page with detailed FAQs for additional information
- BSC Teams or Financial Leads serve as the primary points of contact to NITA applicants. This includes application status and post-travel funding requests.
- Requests to withdraw a NITA should be submitted through the [NITA Withdrawal Portal](#).
- Applicants needing to know who their POC is should reach out to their unit financial lead or BSC Team.
- Programmatic related questions should be addressed to your POC; however, if your POC is unable to provide a response, please email facultysuccess@utsa.edu with your questions.