

FY2024 Travel Funding Opportunities Overview:

- **VPAA – National Impact Travel Awards – related to Teaching and Pedagogy**
 - TT/T and Staff Up to \$1,000 from VPAA with required match of up to \$350 from the Dean’s office and \$150 from the department
 - FTT up to \$2,000 with no match required, must be appointed @ .75 FTE or greater.
 - Cost centers: DFM086 (for VPAA portion), DFR007 (for Dean’s portion), department match varies.
 - To apply fill out the [VPAA Travel Fund request form](#)
 - Make sure to provide evidence of paper, registration, invitation along with the application.
- **Research Travel**
 - Up to a total of \$1,000, \$600 from the Dean’s office and \$400 from the department
 - Cost centers: DFR007 for the Dean’s portion, check with department admin for the department match.
 - Available for T/TT faculty only
 - To apply send an email to annie.herrera@utsa.edu and copy Jason.yaeger@utsa.edu
 - What to include in the email:
 - Faculty Name:
 - Faculty title:
 - Dates of Travel:
 - Research Purpose (attach evidence if available):
- **Graduate School Professional Development Awards**
 - Up to \$750 For Postdocs and Graduate Students
 - Find details and the application here: [Graduate School Professional Development Awards](#)
- **Additional Information:**
 - Once travel funding has been approved, please follow the “COLFA Travel Process Guidelines”
 - Service Now TA request job aid
- **Other Useful Links/Resources:**
 - [Financial Affairs Faculty and Staff Travel](#)
 - [Financial Affairs Travel Links, Tools and Resources](#)
 - [Global Initiatives Safe Travel Guidelines](#)
 - [GSA Per Diem Rates](#)
 - [State-Funded Travel to DC](#)