

## FY2025 Travel Funding Opportunities Overview:

- **Office of Research Faculty Travel Support Program:**
  - TT/T and FTT (with research in their workload) Faculty
  - **Total funding up to \$1,500**, see breakdown below
  - Cost centers: DFF165 \$1,000 (for Office of Research portion), DFF165 up to \$350 (for Dean's portion), department portion up to \$150 (cost center varies).
  - Submit your application through InfoReady site **at least 15 days** in advance of travel  
[InfoReady – Applications](#)
  - Make sure to list your department admin as well as Jenny Stokes, [COLFA.BSC@utsa.edu](mailto:COLFA.BSC@utsa.edu), as administrative contacts in your application.
  - Office of Research [Internal Funding Opportunities \(utsa.edu\)](#)
  - See FY25 Office of Research Faculty Travel Support Program for further information
- **National Impact Travel Awards (NITA)**
  - **TT/T** up to \$1,333 from NITA with required match of up to \$467 from the Dean's office and \$200 from the department (**for up to \$2,000 total funding for 1 trip**)
  - **FTT (fulltime) up to \$2,000 with no match required for 1 trip**
  - **Staff, including Postdocs**, up to \$1,000 from NITA with required match of up to \$350 from the Dean's office and \$150 from the department (**for up to \$1500 total funding for 1 trip**)
  - Cost centers: DFX320 (for NITA portion), DFM086 (for Dean's portion), department match varies
  - Submit application through this Academic Affairs Smartsheet link [FY25 NITA Award Application](#)
  - Application must be submitted directly by the traveler – no proxy submissions
  - Applications are reviewed only **once a month** and must be submitted by the first of the month (the COLFA dean's office no longer reviews these applications)
  - Funding for only **one trip per academic year** will be approved
  - Funding opportunity is no longer limited to pedagogical content and may be combined with Office of Research travel funding for up to \$1,000 (no additional match) if traveler is seeking funding for only one trip for the academic year
  - See attached FY25 Academic Affairs National Impact Travel Awards for further information
- **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 Attached:**
  - 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](#)