FY25-26 Travel Funding Opportunities Overview:

- **Office of Research Faculty Travel Support Program:**
    - TT/T and FTT *(if they have research in their workload)* Faculty
    - Total funding up to $1,500, see breakdown below
    - Cost centers: DFF165 up to $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], as administrative contacts in your application.
    - Office of Research [Internal Funding Opportunities]
    - Funding for only **one trip per academic year** will be approved
    - Required post-travel reporting
    - See attached FY26 Office of Research Faculty Travel Support Program for further information

- **National Impact Travel Awards (NITA)**
    - TT/T, FTT *(.50 FTE or >)*, and Staff *(including Postdocs)*
    - Total Funding up to $1,500
    - Cost centers: DFX320 up to $1,000 *(for NITA portion)*, DFM086 up to $350 *(for Dean's portion)*, department portion up to $150 *(cost center varies). NOTE: for FTT Academic Affairs pays the full $1,500*
    - Submit application through this Academic Affairs Smartsheet link [FY26 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 mid-month to be reviewed during the first week of the following month.
    - Funding for only **one trip per academic year** will be approved
      o Supporting pedagogy development, teaching innovation, scholarly knowledge, and best practices related to teaching
    - See attached FY26 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]
    - Funding for only **one trip per academic year** will be approved

- **Additional Information Attached:**
  - Once travel funding has been approved please follow the **"COLFA Travel Process Guidelines"**
  - Service Now Travel Authorization (TA) request job aid
  - **Reminder:** Airfare cannot be purchased with a personal credit card
  - Post travel reimbursement request must be submitted in Service Now within 30 days of return

- **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