

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, 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 \$2,000 from VPAA with required match of up to \$700 from the Dean's office and \$300 from the department (**for up to \$3,000 total funding for 1 trip**)
 - **FTT** (fulltime) **up to \$2,000** with no match required for **1 trip**
 - **Staff, including Postdocs**, up to \$1,500 from VPAA with required match of up to \$525 from the Dean's office and \$225 from the department (**for up to \$2,250 total funding for 1 trip**)
 - Cost centers: DFM086 (for VPAA portion), DFR007 (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](#)